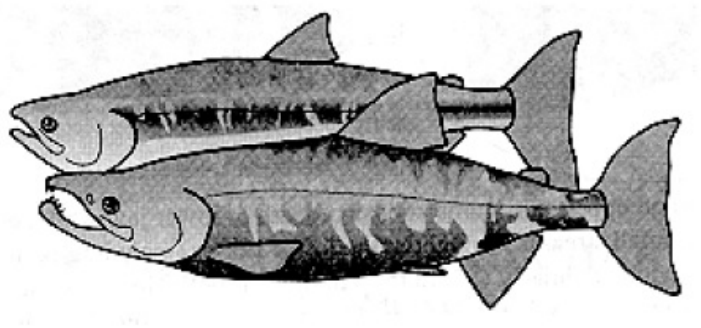
Fisheries and Oceans | Pêches et Océans

Version 1.0

Fisheries and Oceans Canada



DFO ELog
User Manual

Pacific Salmon Troll Edition

Cover image (Chum Salmon) source:

[1] MacPhail J.D. and R. Carveth. 1998. Field key to the freshwater fishes of British Columbia. Department of Zoology, University of British Columbia. Published online by the Province of British Columbia Resources Inventory Committee. Available Online at http://www.ilmb.gov.bc.ca/risc/pubs/aquatic/freshfish/assets/fresh.pdf

Fisheries and Oceans | Pêches et Océans

Pacific Salmon Troll
Commercial Electronic Log Book
User Manual

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Fisheries and Oceans Canada
www.dfo-mpo.gc.ca

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Chapter 1

Quick Guide

- **Getting Started**
- **Frequently Asked Questions**
- **About ELog**
- **Technical Support**

1.0 Getting Started

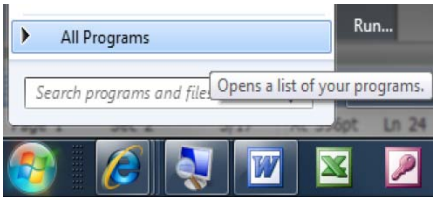
1.0.1 Opening the Program

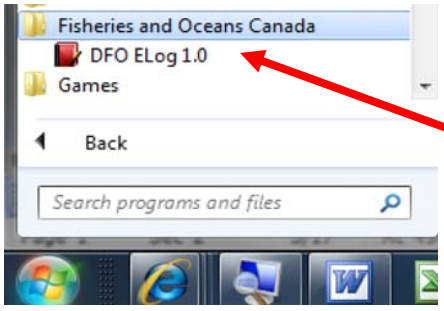
Option 1
Locate the Elog Program icon on your desktop and double click the icon with your left mouse button or right click the icon and select “open”.

Option 2A
From the Windows XP, Vista or Windows 7 Start Menu button or

in the bottom left corner of your desktop:

1. Open a list of all programs by going to “Programs” or “All Programs”.





2. Select the “Fisheries and Oceans Canada” folder.
3. Click on the “DFO Elog” program.

Option 2B
From the Windows 8 Start Menu.

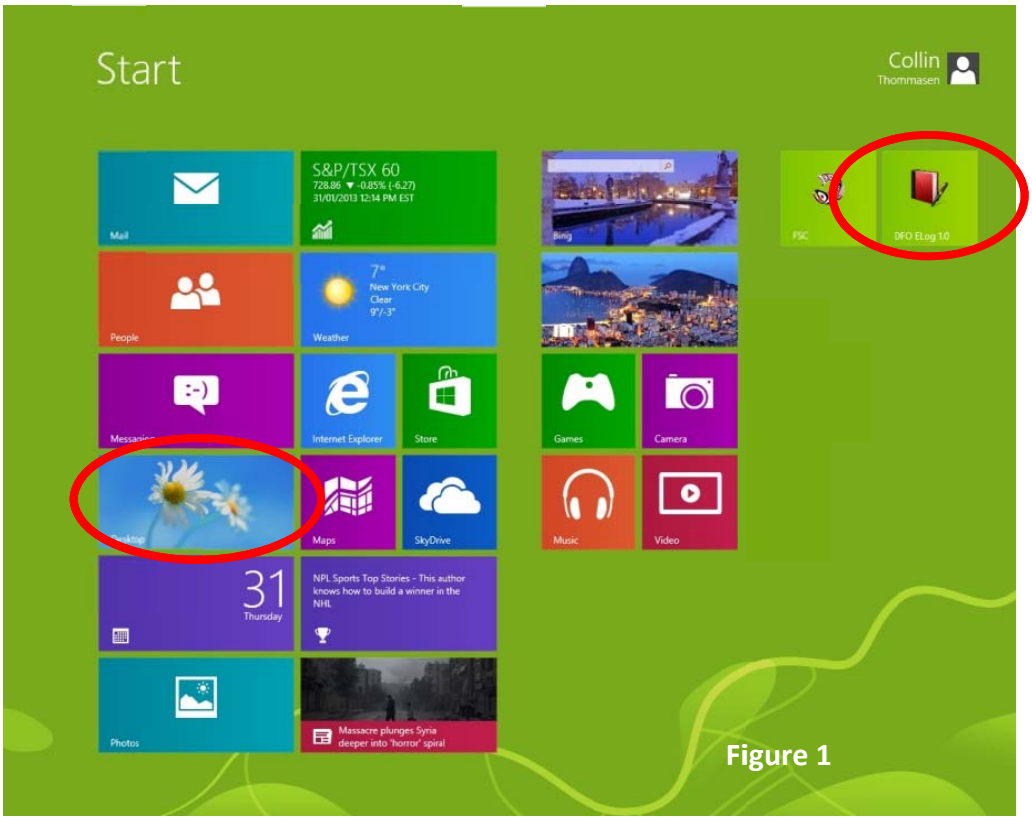


Figure 1

1. Locate the Elog Program icon on your start menu and click the icon once with your right mouse button
2. If the Elog Program icon is not attached to your Windows 8 Start Menu, click on the icon for the Desktop once with your right mouse button.
3. From the desktop, move your mouse cursor to the top right hand corner. A second menu will appear on the right. Click the search button once with your right hand mouse button.
4. Type “Elog” into the search box.
5. Click the Elog Program icon on the left once with your right mouse button when it comes up.

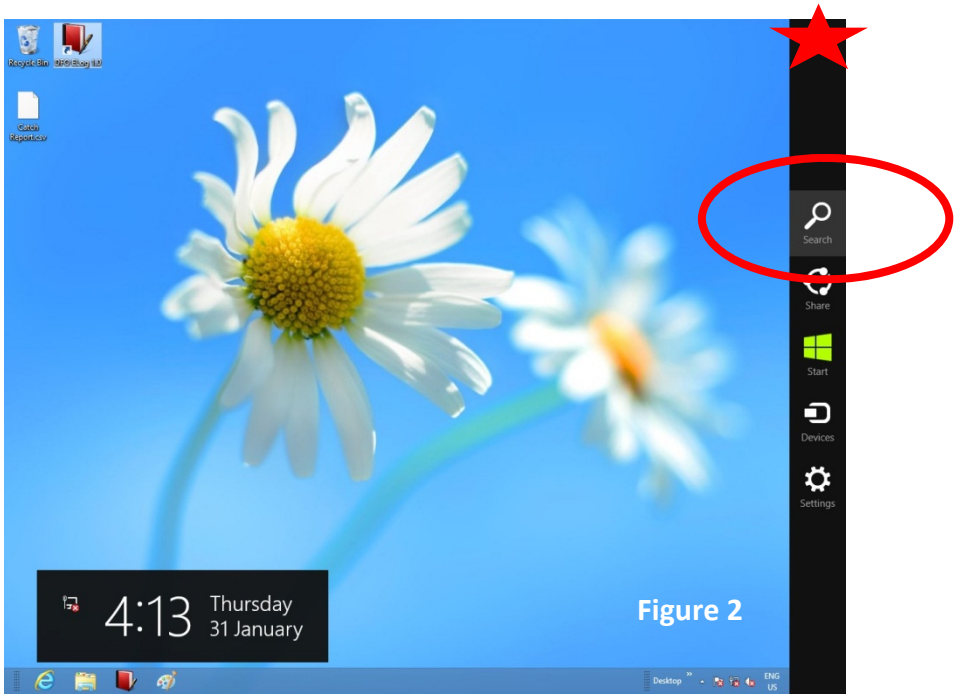


Figure 2

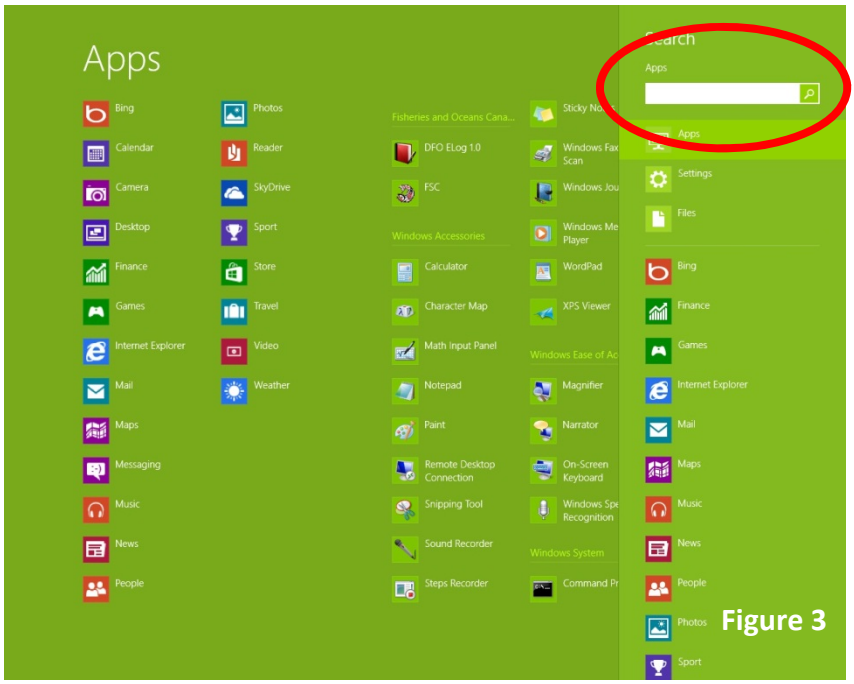


Figure 3

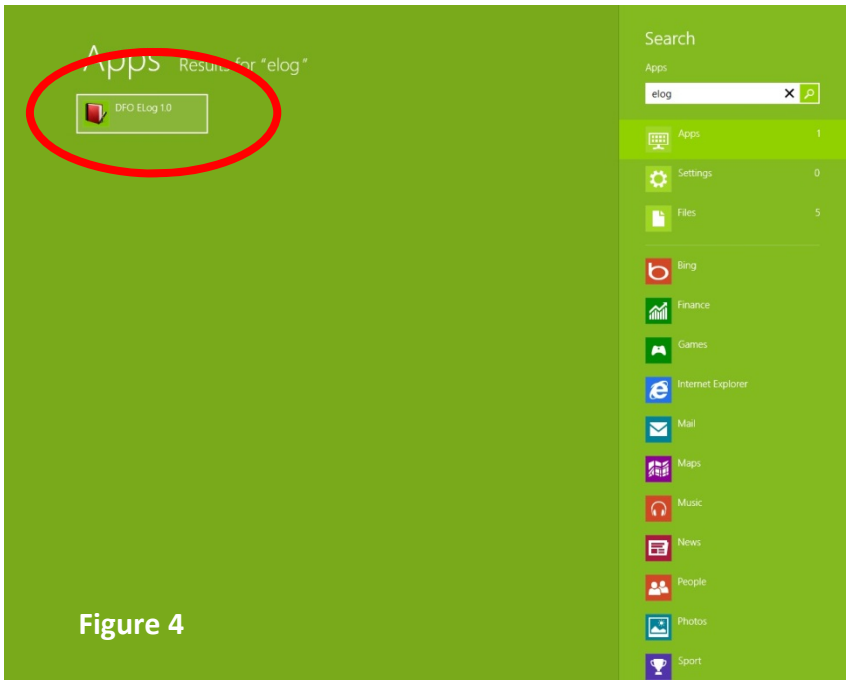
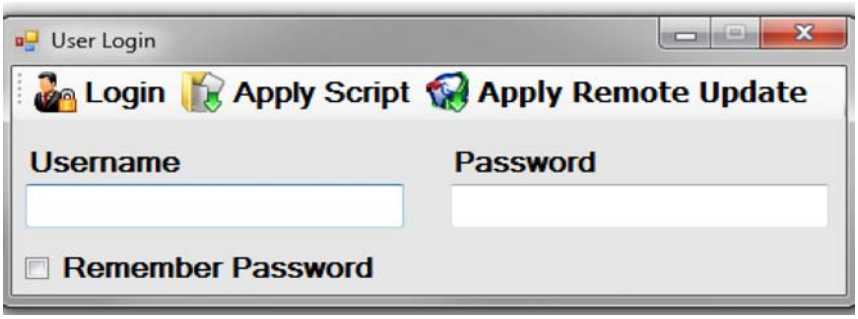


Figure 4

1.0.2 Access

Use the mouse to place the cursor in the field you wish to fill.
Type your user name and password into the fields provided.
When complete, hit the "Enter" key on your keyboard or select the Login button.



The first time you log on your user name and password are provided:

Username: user
Password: changeme

It is recommended that you change your password and record it somewhere confidential yet accessible to you.

Refer to Section 2.0.2 for directions on changing your password.

Forget your Password?

If you have forgotten your password, please contact ELog Support (Section 1.3). You will be asked questions to verify your identity and the support team will reset your password remotely.

The next time you open DFO ELog select

Once a window has been displayed stating that the remote update has been applied you can continue. Enter the new password that was supplied to you by ELog Support. Change your password to something you will remember and record it somewhere confidential yet accessible to you (Section 2.0.2).

1.1 Frequently Asked Questions

Quick Reference to Locate Frequently Asked Questions

	FAQ	Answer / Section	Page
1	How do I change my password?	2.0.2	10
2	What if I forget my password?	1.0.2	5
3	What do I do if I have not received FOS confirmation and it has been about ten minutes since I sent data?	3.1.1	36
4	What do I do if **my method of communication (i.e. satellite) is working and has coverage** yet I have not received FOS confirmation and it has been several hours or overnight since I sent data?	Contact Technical Support 1.3	7
5	How do I start a trip?	3.1	35
6	How do I pause a trip?	3.3	42
7	How do I enter a catch?	3.4	43
8	How do I end a trip?	3.5	46
9	How do I backup information?	3.7	52
10	How do I view, export or print reports?	3.6.3	49
11	How do I add a second captain?	2.1.1	16
12	Why won't my email send?	2.2	17-33
13	Why can't I receive email?	2.2	17-33
14	There was an error with a required field. Why isn't the field highlighted?	3.2	41
15	Why was the text of my email cut short?	2.1.1	18
16	Why are my modules not accessible?	2.0.3	9
17	How can I get help?	1.3	7

1.2 About ELog

DFO ELog was created by Fisheries and Oceans Canada to help streamline the paper logbook approach used to report on catch data.

The fisherman's electronic log book (ELog) is designed to replace hard copy logbooks and fulfill all catch reporting and licence requirements.

Fishers using ELog are still required to record and report harvest based on licence conditions for their gear type and licence area and submit this and other fishing information electronically to the Fisheries and Oceans Canada (DFO) Fishery Operating System (FOS).

1.3 Technical Support

If you encounter any difficulty, obstacle or error message throughout the process please contact:

M.C. Wright and Associates Ltd:
Email support@mcwrightonline.com
Phone/Fax (250) 591-1056

If your communication settings and email are functioning you can request support via email (Figure 5) by selecting the Help icon in the upper right corner of the ELog program.

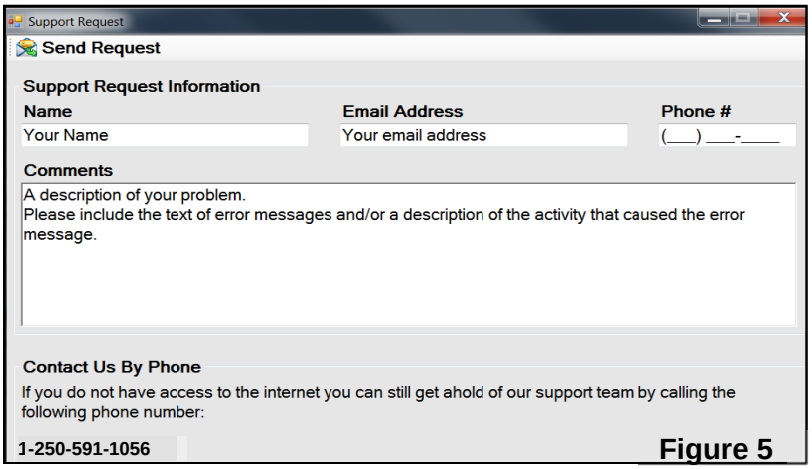

Support Request
Send Request
Support Request Information
Name
Email Address
Phone #
Your Name
Your email address
(___) ___-____
Comments
A description of your problem.
Please include the text of error messages and/or a description of the activity that caused the error message.
Contact Us By Phone
If you do not have access to the internet you can still get ahold of our support team by calling the following phone number:
1-250-591-1056

Figure 5

Chapter 2

Set-Up

- **Change the Software Language**
- **Change Your Password**
- **Activate a Fishing Module**
- **General Settings**
- **Connection Settings (Internet / GPS / Satellite / Cell)**
- **Email**
- **Update Elog Software**
- **Change the Homepage Photograph**

2.0 The Setup Menu

To change the software language, your password or activate a fishing module you will first need to locate the setup menu from the homepage.

These settings would have been established by an administrator at the time of your Elog program installation. **It is recommended that you contact ELog Support (Section 1.3) if you have questions about your fishing module settings.**

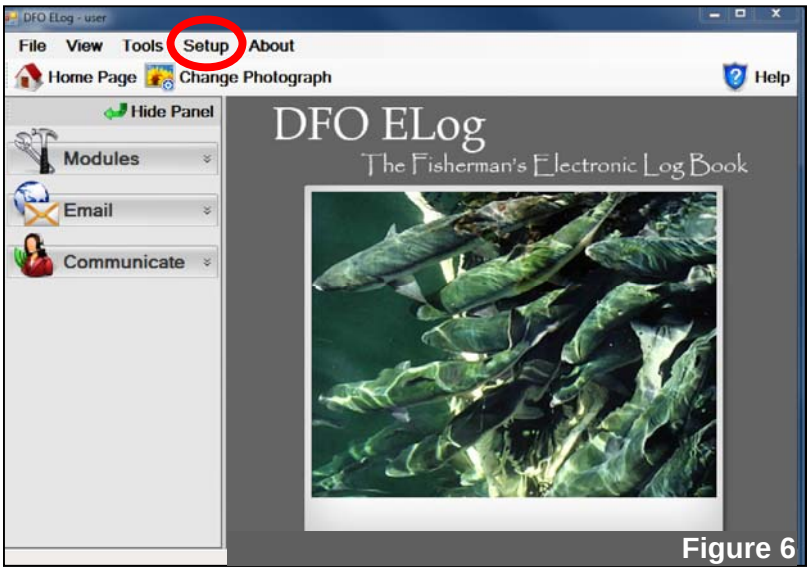


Figure 6

2.0.1 Language Option

The ELog program is available in English and French.

Locate the Setup Menu (Section 2.0) and select “Language Options” to change the language.

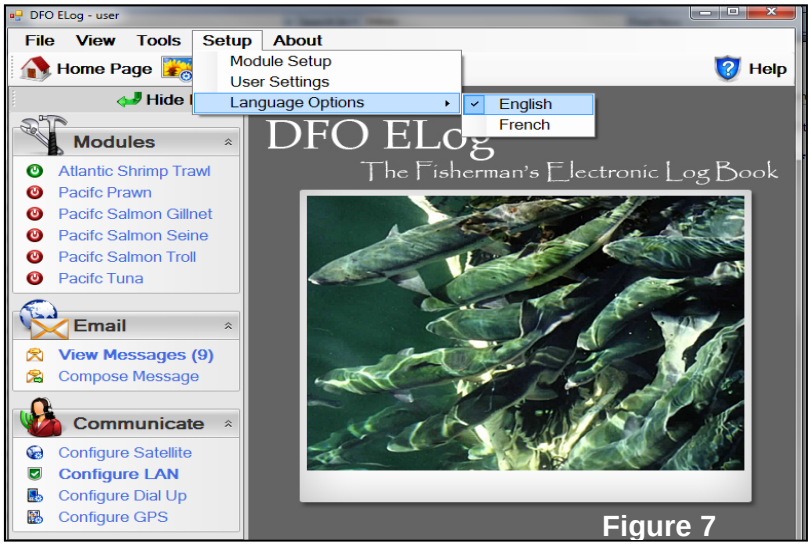


Figure 7

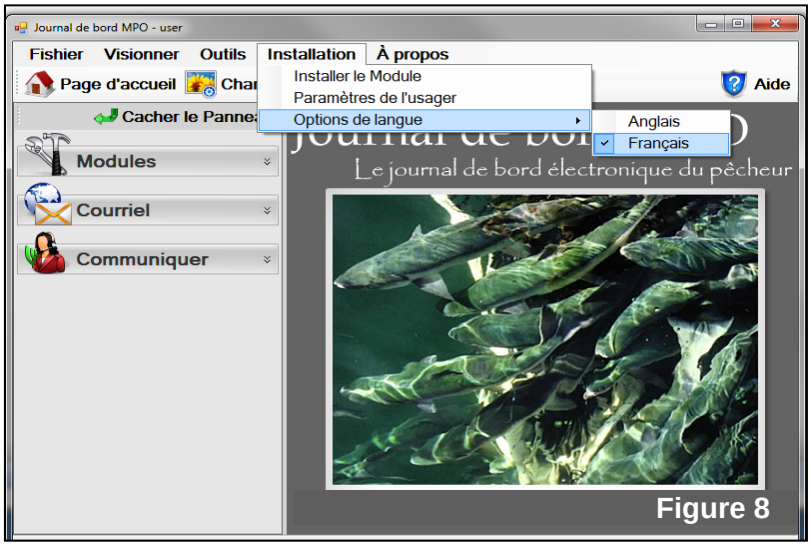


Figure 8

2.0.2 Change Your Password

Locate the Setup Menu (Section 2.0) and select “User Settings”.

1) Select the user from the drop-down username menu.

2) Enter the old password

3) Enter your new password (twice).
Record it somewhere confidential yet accessible to you.

4) Save the changes before exiting.

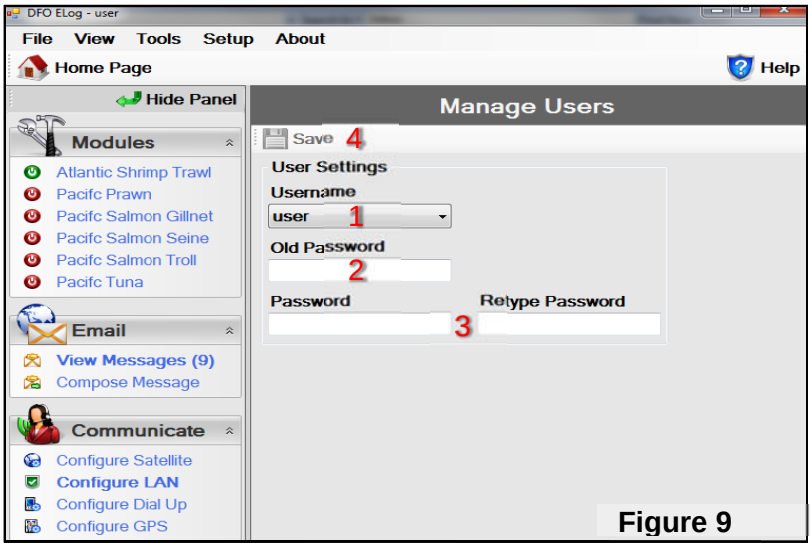


Figure 9

To exit the setup menu: select the Home Page icon in the top toolbar.

2.0.3 Activate a Fishing Module

NOTE: This step was likely completed for you during the installation.
Use these instructions to activate an additional module or re-install ELog.

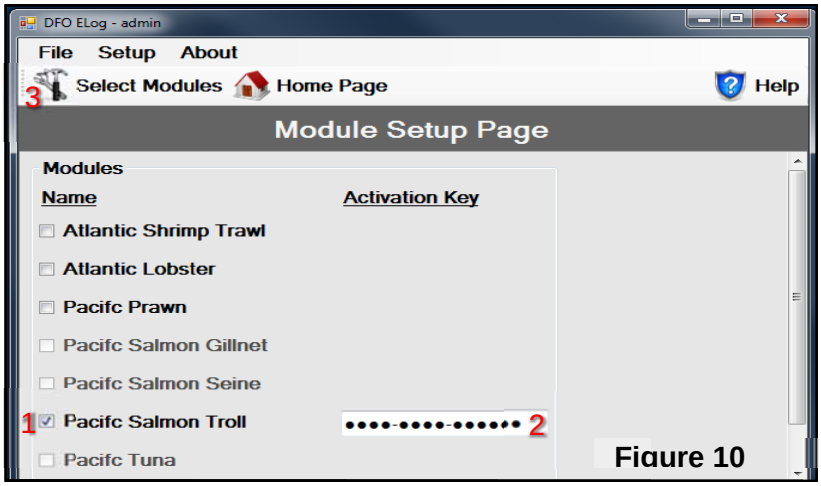


Figure 10

Locate the Setup Menu (Section 2.0) and select “Module Setup”.

1) Check the box beside the module you wish to activate.
2) Type in the activation key provided at the time of installation.
3) Click on Select Modules in the top left toolbar to complete the activation.

An incorrect activation key will result in an error message (Figure 11). Re-type the activation key. If your activation key is incorrect, contact technical support (Section 1.3).

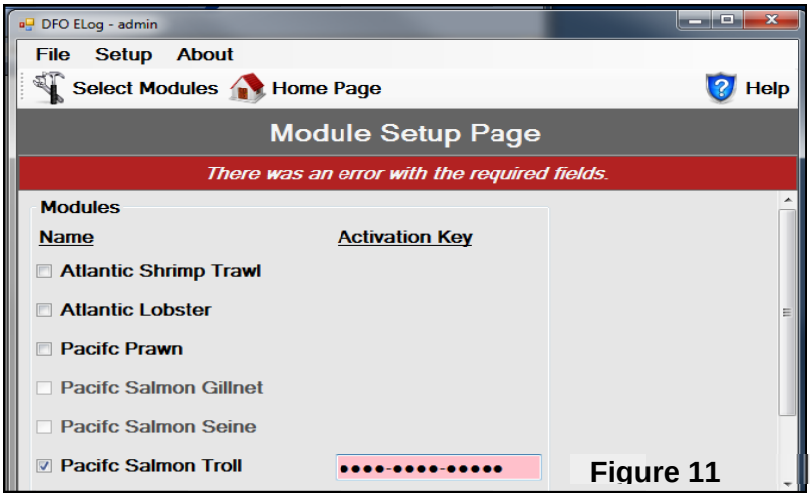


Figure 11

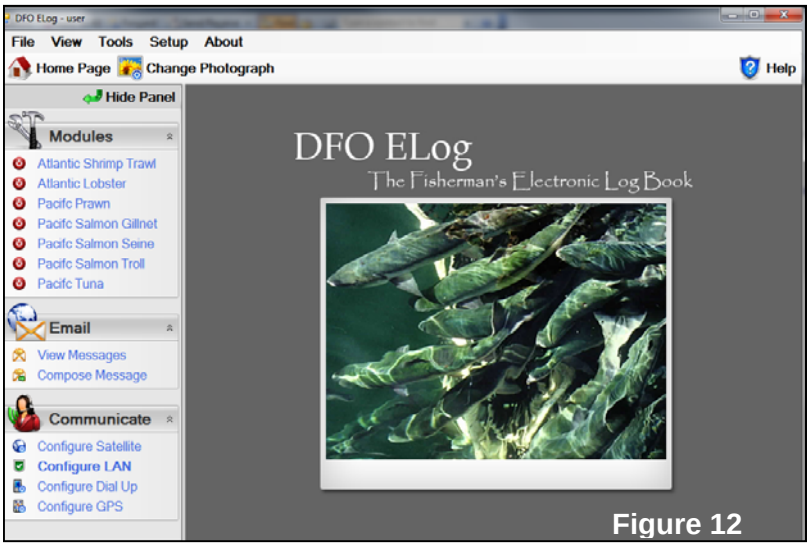


Figure 12

A successful activation will return you to the homepage where the activated modules are represented by (Figure 12). Refer to Section 2.1 to setup the fishing module settings.

If the Module Settings are not accessible (as in Figure 13) you will need to configure the communication and GPS settings before continuing any further. Refer to Section 2.2 to setup the communication settings.

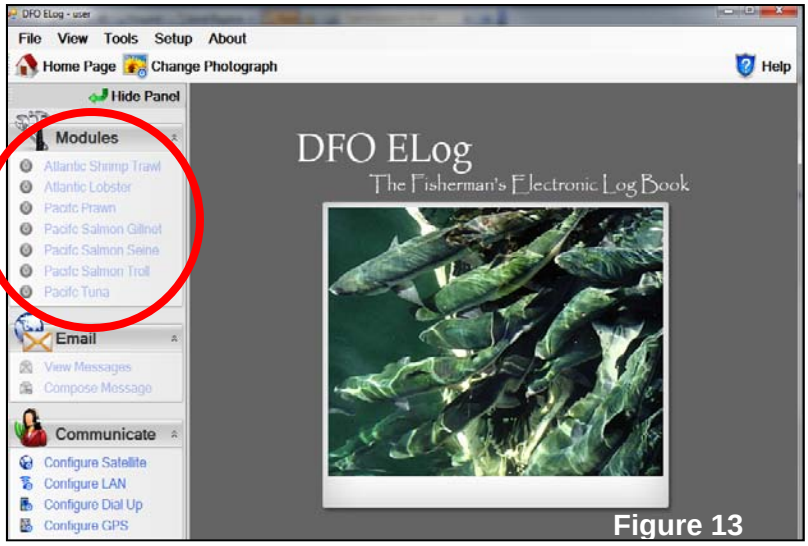


Figure 13

2.1 Fishing Module Settings

Click to enter the desired module from the homepage (example: Pacific Salmon Troll, Figure 14).

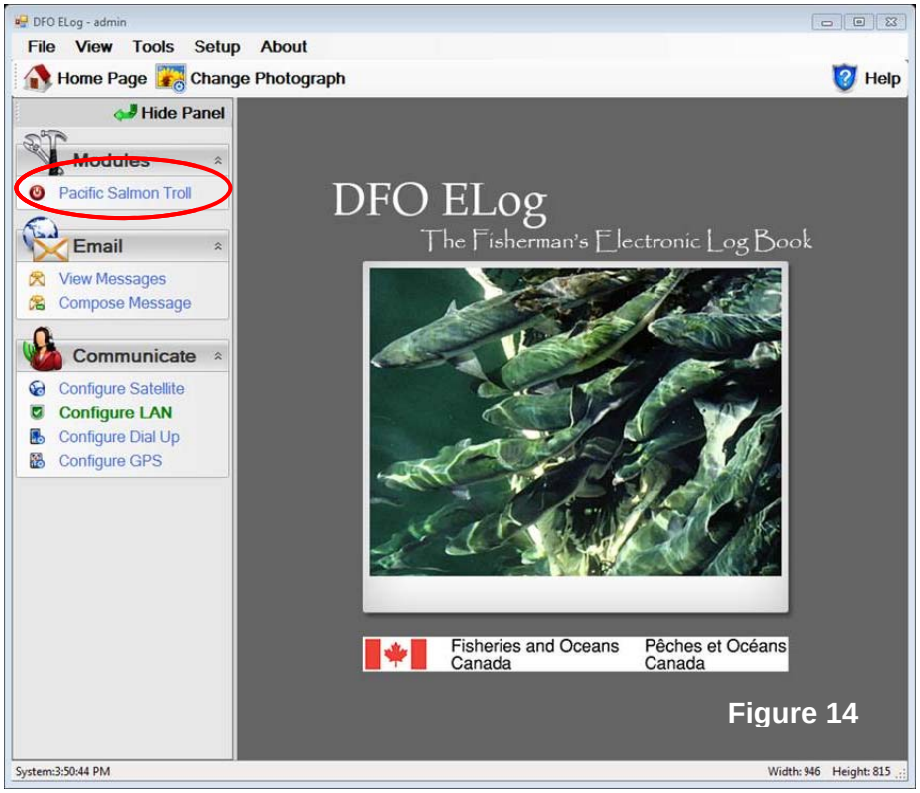


Figure 14

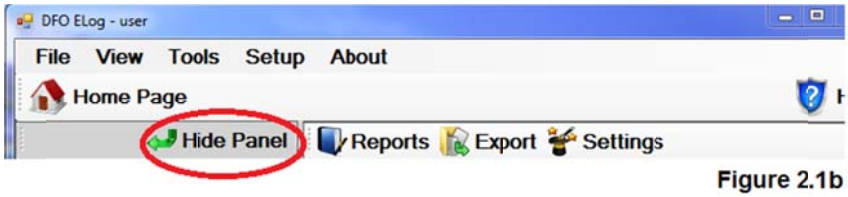


Figure 2.1b

If you are working on a small screen you can choose to hide the left panel by clicking on Hide Panel in order to free up more space for the main view (Figure 2.1b).

2.1.1 General Settings

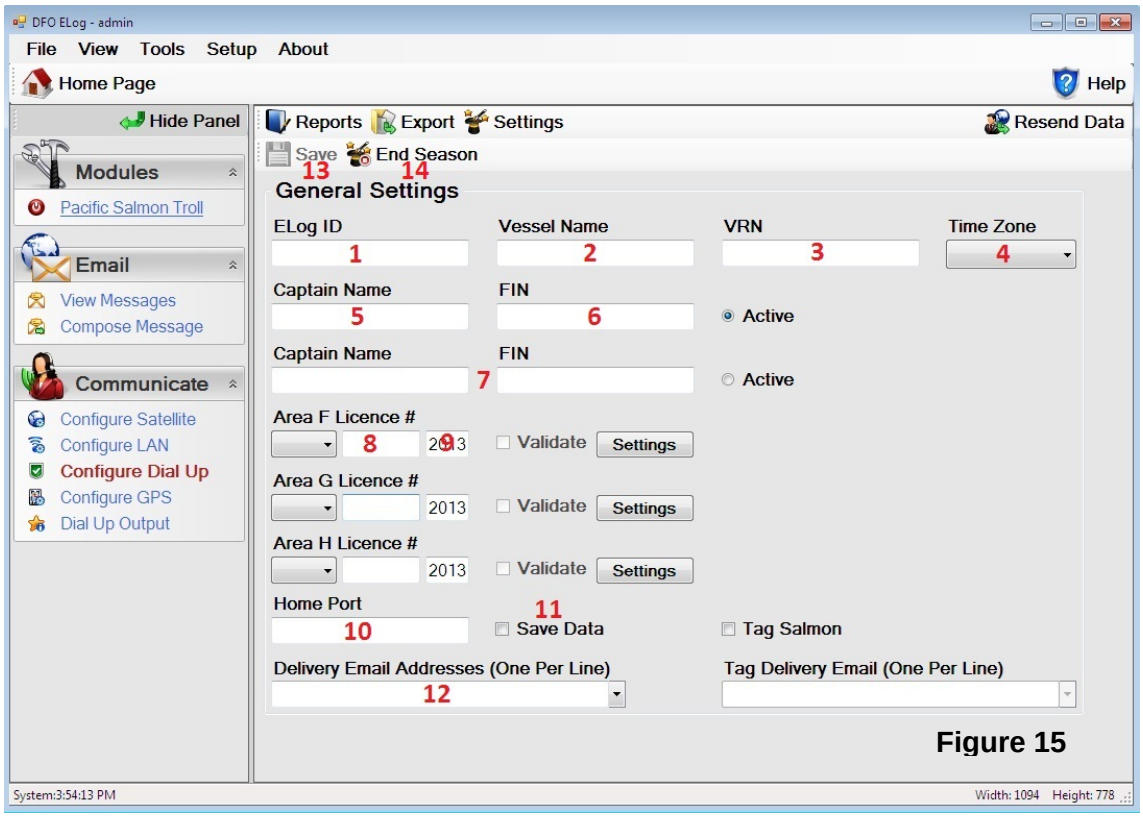


Figure 15

Fill in the fields shown in Figure 15

1) Enter the Elog ID (Received from DFO or Elog Support)
2) Enter the Vessel Name
3) Enter the Vessel Registration Number (VRN or CFV)
4) Select the appropriate Time Zone
5) Enter the Captain's Name
6) Enter the captain's assigned Fisher Identification Number (FIN)
7) Opportunity to enter a second captain (only one can be active).
8) Select Area(s) to be fished (F, G or H). In the appropriated licence area drop down list, choose AT or FAT.
9) Enter the fishing licence tab number
10) Enter the vessel's home port.
11) If the vessel will be using a wireless LAN connection to transmit data, and sending every day is not possible, add a check mark in the box to the left of "Save Data."
12) Only an Administrator can add or modify the delivery email. The email address should be fmsatdata@pac.dfo-mpo.gc.ca. Contact Elog Support (Section 1.3) if this field is blank or incorrect.
13) Click the Save button before exiting this screen.
14) By clicking the "End Season" button, all of the previous season's data will be archived. The next trip started by the fisherman will be Trip #1.

The error message (seen here in Figure 16) will result if a required field has not been filled. Complete the field highlighted in pink and save your edits.

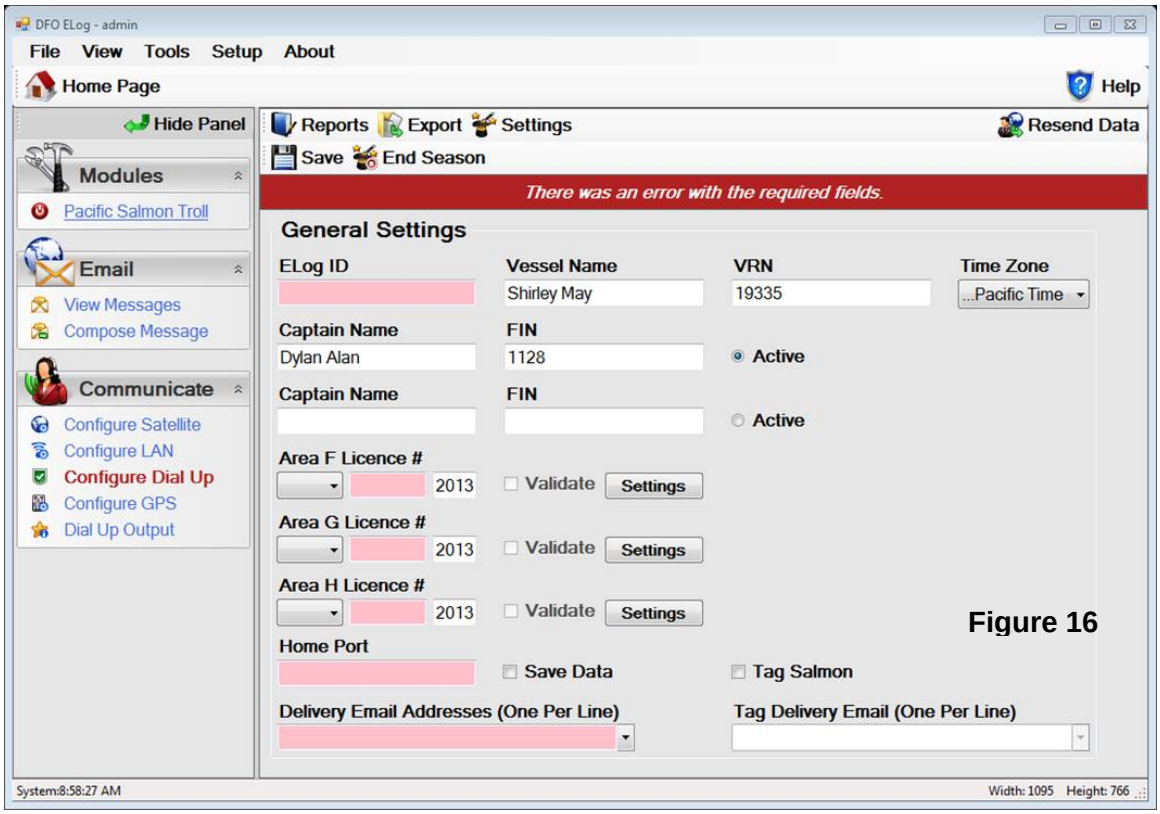


Figure 16

After entering correctly entering the information and selecting “Save” (Step 13 Figure: 15). The disclaimer will appear. Read it through and if all data entered is correct, accept the disclaimer by selecting “Yes.”

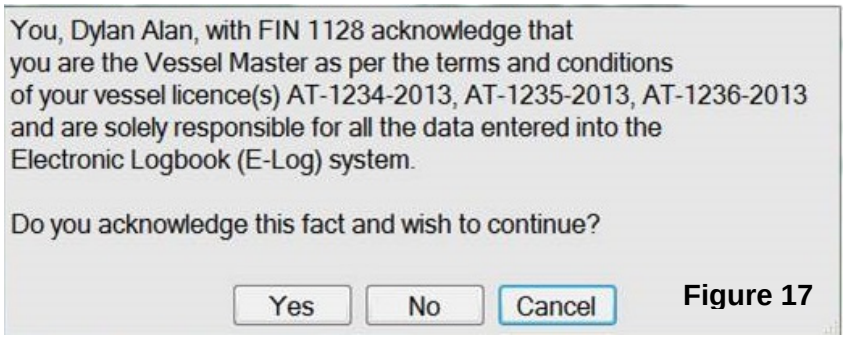

You, Dylan Alan, with FIN 1128 acknowledge that
you are the Vessel Master as per the terms and conditions
of your vessel licence(s) AT-1234-2013, AT-1235-2013, AT-1236-2013
and are solely responsible for all the data entered into the
Electronic Logbook (E-Log) system.
Do you acknowledge this fact and wish to continue?
Yes
No
Cancel

Figure 17

Adding a Second Captain

If you need to add a captain or wish to update a field, you can return to the General Settings screen at any time by selecting the "Pacific Salmon Troll" from the left vertical toolbar on the Home Page screen (Figure 18). Then select the "Settings" button to enter the module's General Settings form (Figure 15) and add a second captain (item #7 of Figure 15).

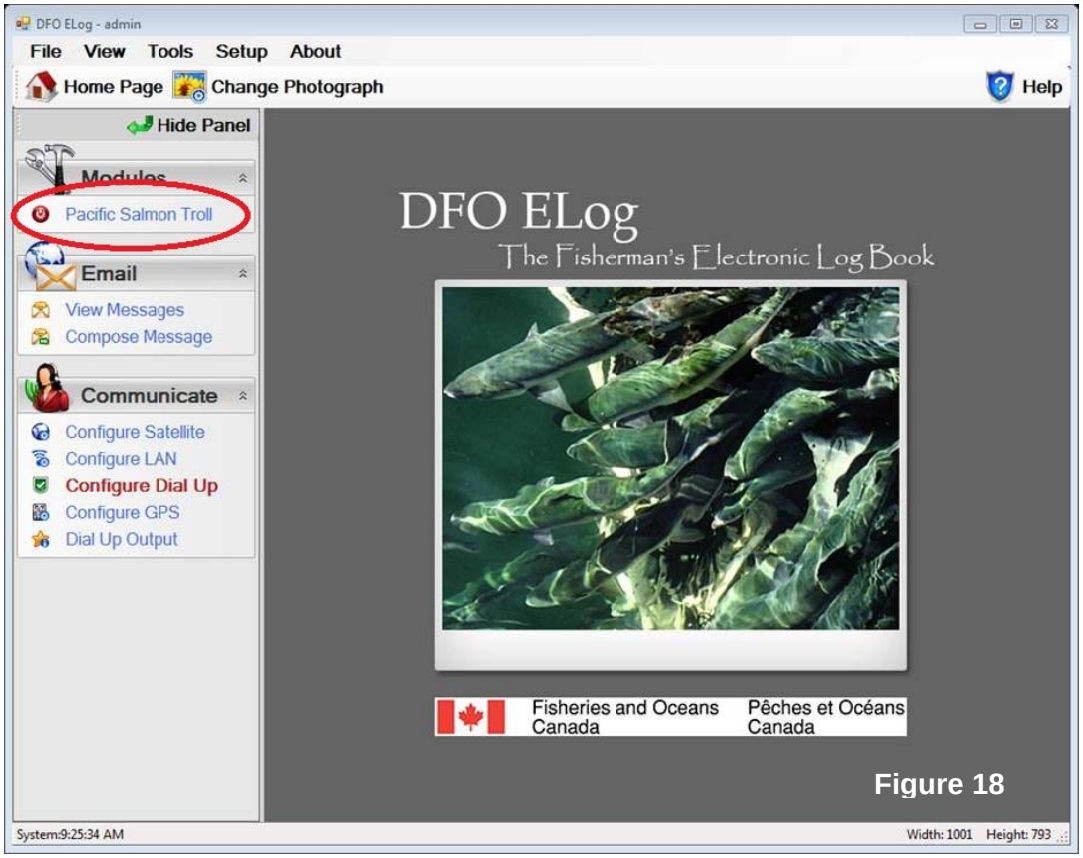


Figure 18

Recall that only one captain may be active at any one time.

2.2 Connection Settings

2.2.1 Configure Satellite

These settings would have been established by an administrator at the time of your Elog program installation. It is recommended that you contact ELog Support before changing satellite settings.

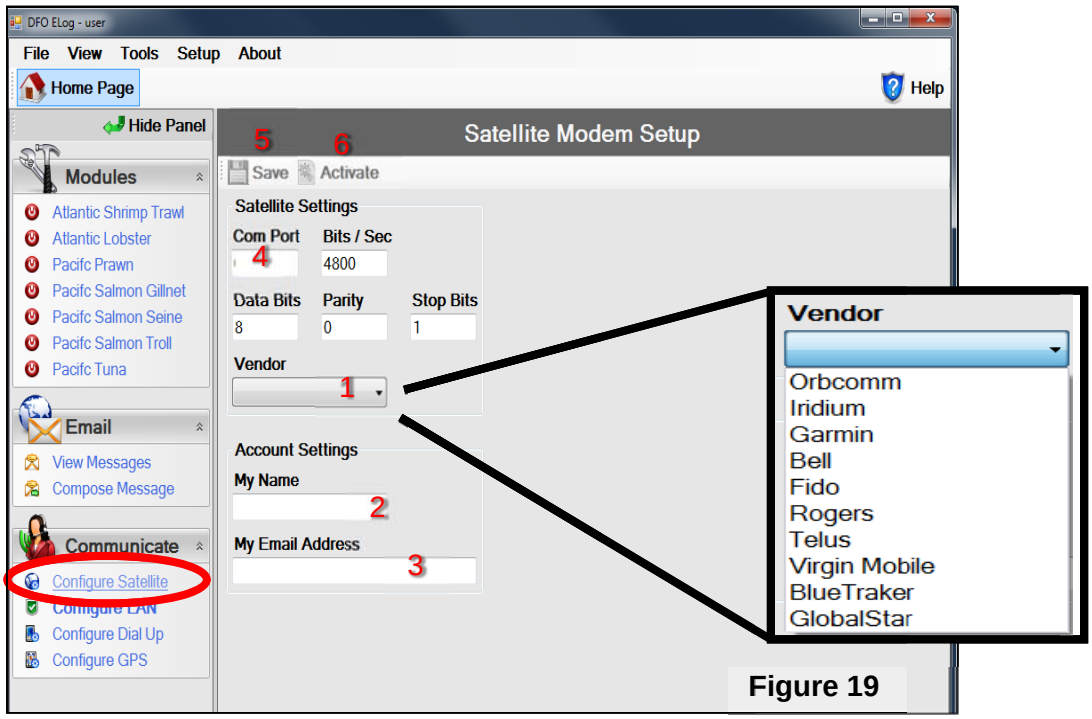


Figure 19

Select your Internet/Satellite vendor company from the list of vendors.

1) Enter the name vessel name.
2) Enter the email associated with that Internet or Satellite service account. This is typically the modem identification and was provided at the time of installation. Contact ELog support if you do not know this email address.
3) The Com Port is specific to your computer and it is the port through which your modem connects to the computer. This setting will have been established by an administrator at the time of ELog program installation.

It is recommended that you contact ELog support (Section 1.3) if you do not know the COM Port. You may be able to deduce the com port by looking at your computer settings. Go to the Start Menu, select the Control Panel, select System (or System and Security, then System) and enter into the Device Manager. From the Device Manager window find the list of communication ports (COM ports) and expand the list to see which has been assigned to the modem (e.g. COM1). **ELog support can walk you through this process.**

4) Save your settings.
5) Activate the connection when the modem has been connected.

When you modem is connected to your computer and powered on, it should look like the following:

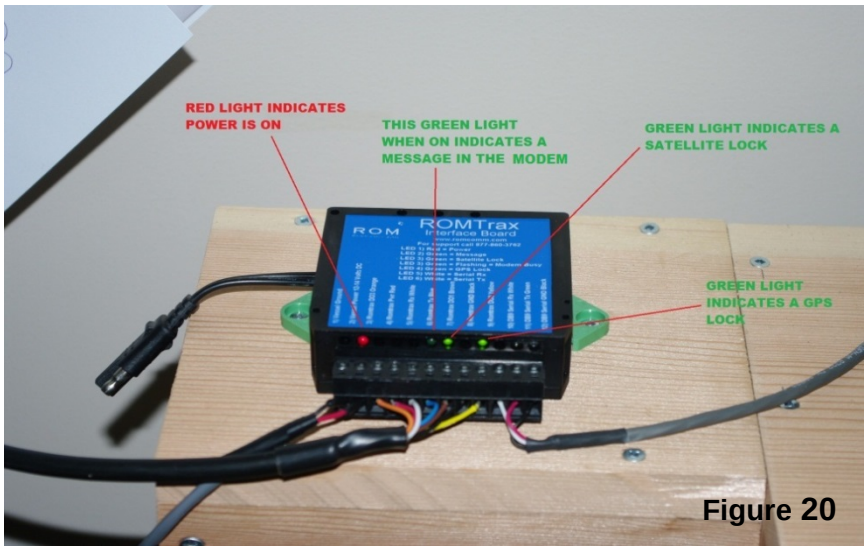

RED LIGHT INDICATES POWER IS ON
THIS GREEN LIGHT WHEN ON INDICATES A MESSAGE IN THE MODEM
GREEN LIGHT INDICATES A SATELLITE LOCK
GREEN LIGHT INDICATES A GPS LOCK
ROMTrax

Figure 20

Configure Satellite should now be in green bold letters. If it is, your Elog program is ready to send and receive data.

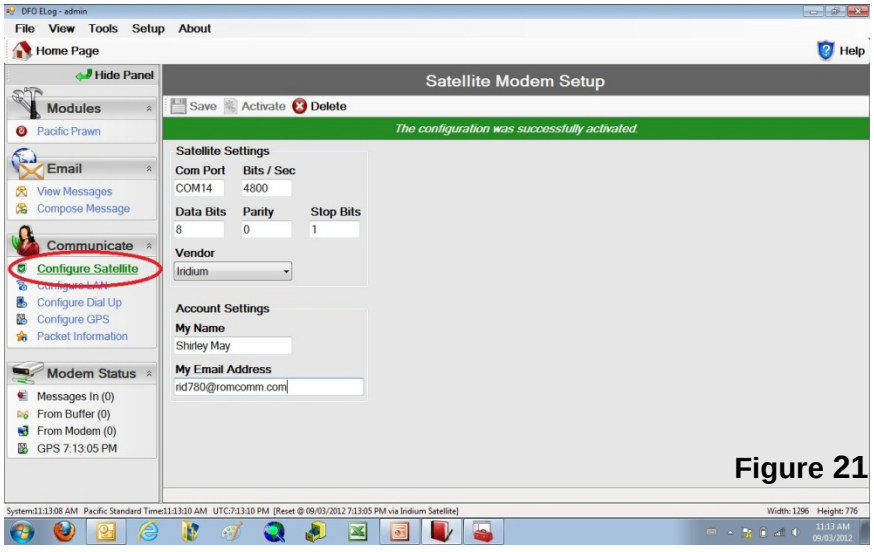


Figure 21

Be aware that emails sent and received using an Iridium Satellite modem are limited to a maximum of 250 characters. The rest will be cut-off.

2.2.2 Configure LAN

These settings would have been established by an administrator at the time of your Elog program installation. It is recommended that you contact ELog Support (Section 1.3) before changing the LAN settings.

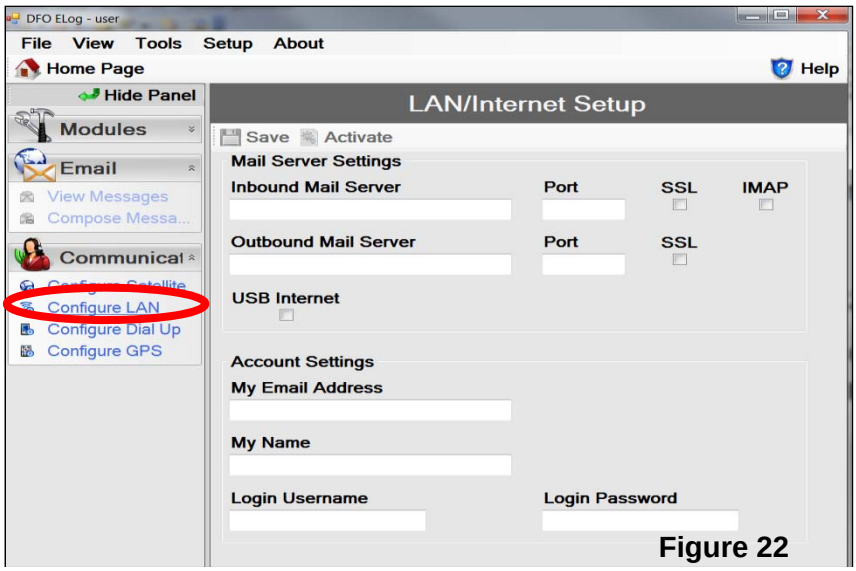


Figure 22

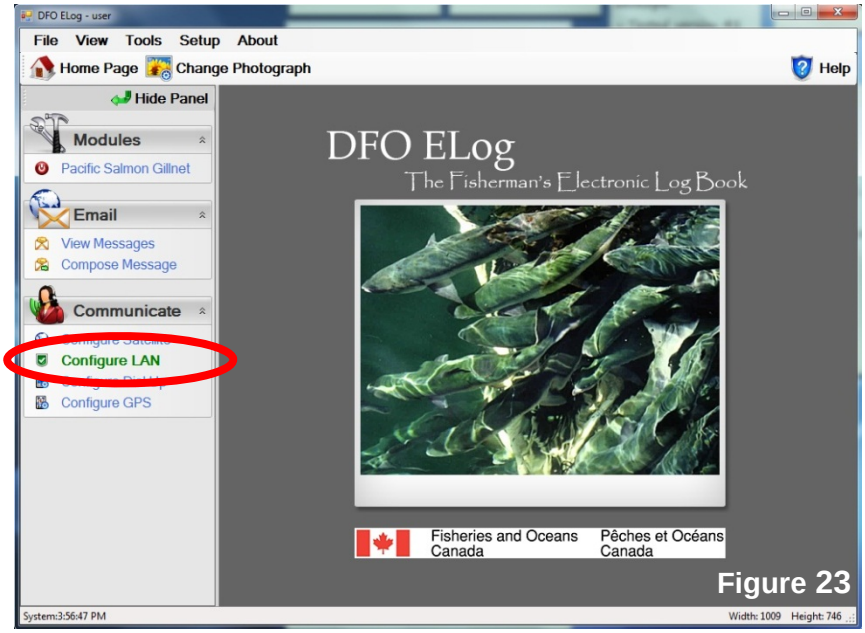


Figure 23

The Elog program is capable of utilizing any internet connection the computer may have. Possible connections can include but are not limited to: network computer, wireless internet, mobile internet sticks and smart phones.

If you are using a mobile internet device, you must ensure that the device is activated, connected to the computer and turned on.

Figure 24

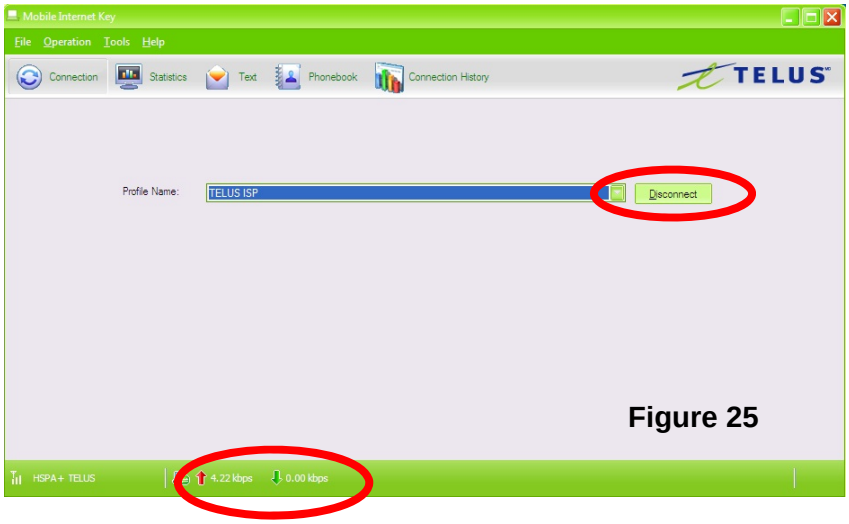


Figure 25

If you are using a smart phone, your phone must be getting a signal and the wireless hotspot app must be turned on. Remember to turn off the hotspot app when you are done sending your data or other people may be able to use your internet and max out your data. You unfortunately would be liable for the overage charges.

The following is an example of an IPhone hotspot setup:

Figure 26

ROGERS -77 2:31 PM 79%
Settings
Personal Hotspot
Personal Hotspot OFF
Turn on Personal Hotspot to share your iPhone's Internet connection. Additional usage charges may apply.
Wi-Fi Password beacon8743
To connect using Wi-Fi
1 On your computer, choose iPhone from the list of network services in your settings.
2 Enter the password when prompted.
To connect using Bluetooth

Figure 27

ROGERS -77 2:31 PM 79%
Settings
Personal Hotspot
Personal Hotspot
Bluetooth is Off
Personal Hotspot will only be available over Wi-Fi and USB. Do you also want to enable it over Bluetooth?
Turn on Bluetooth
Wi-Fi and USB Only
To connect using Bluetooth

Figure 28

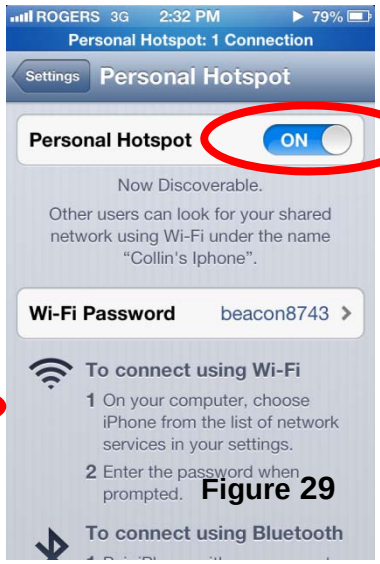

ROGERS 3G 2:32 PM 79%
Personal Hotspot: 1 Connection
Settings
Personal Hotspot
Personal Hotspot ON
Now Discoverable.
Other users can look for your shared network using Wi-Fi under the name "Collin's Iphone".
Wi-Fi Password beacon8743
To connect using Wi-Fi
1 On your computer, choose iPhone from the list of network services in your settings.
2 Enter the password when prompted.
To connect using Bluetooth

Figure 29

2.2.3 Configure Dial Up (Globalstar)

These settings would have been established by an administrator at the time of your Elog program installation. It is recommended that you contact ELog Support (Section 1.3) before changing the Dial Up settings.

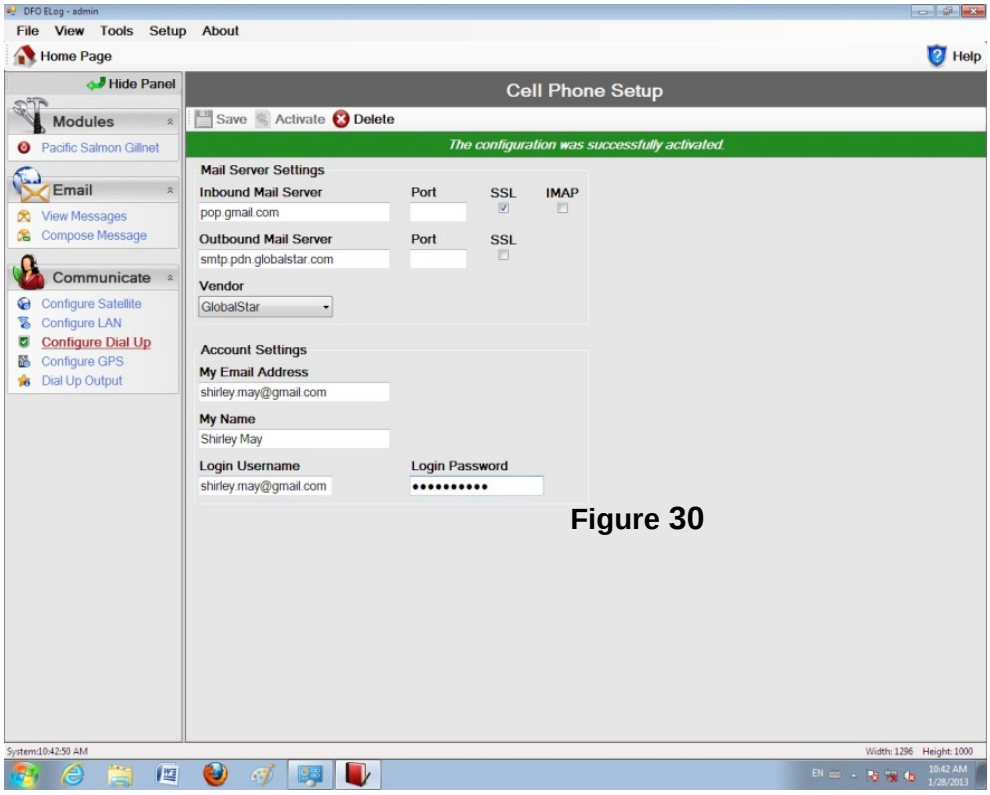


Figure 30

Configure Dial Up, even though it is connected and working properly will be displayed in bold and red. At this point your computer is not actually connected to the internet. When you attempt to send data, the Elog program will send a command prompt to the phone initiating the dial up box. All you will need to do is click the dial button with your left mouse button.

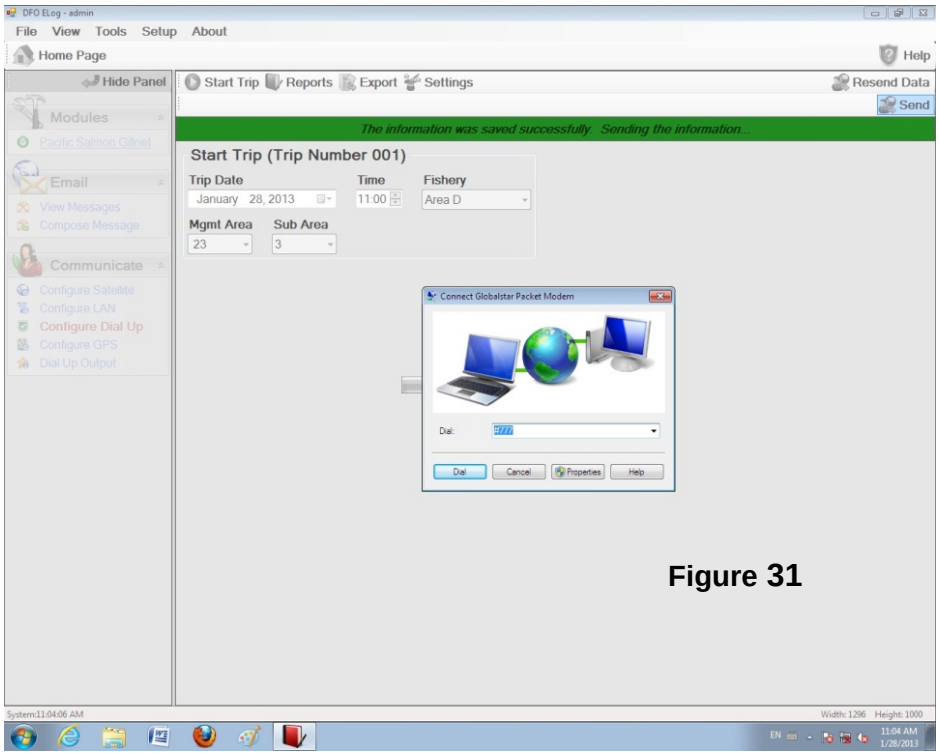


Figure 31

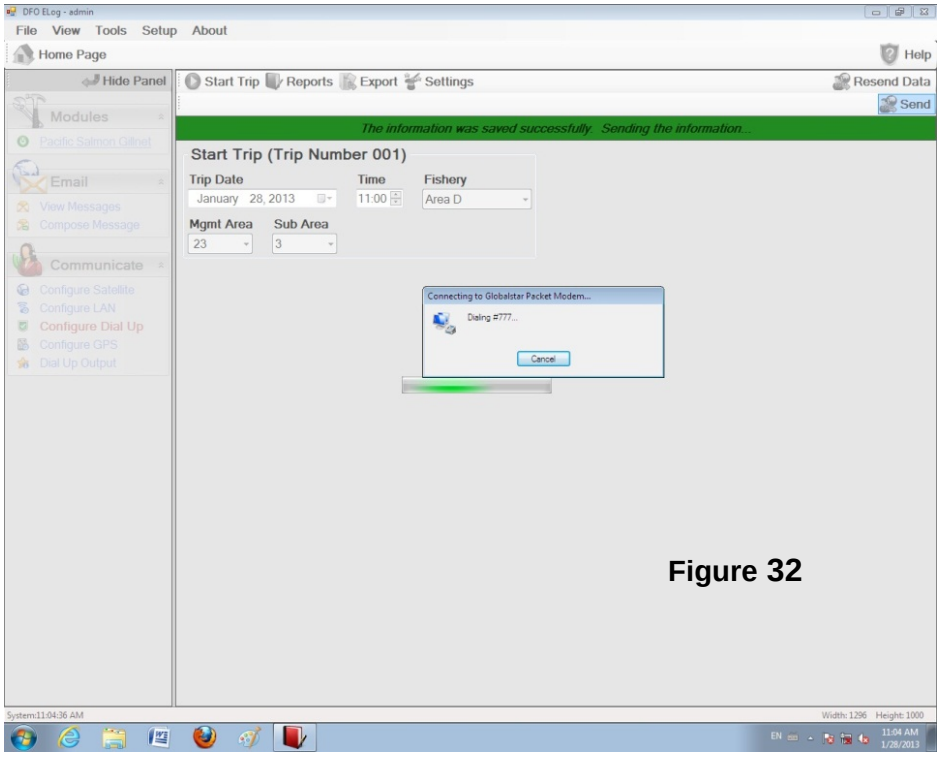


Figure 32

There are currently two Globalstar satellite phone and modem systems available on the market and the DFO Elog program is compatible with both units.

Figure 33

Figure 34

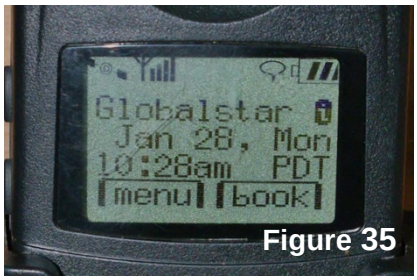


Figure 35

Globalstar 1600 Sat Phone: Connected to satellites and ready to send and receive data

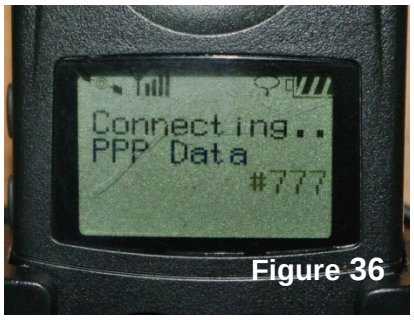


Figure 36

Globalstar 1600 Sat Phone: Attempting to connect to the network and gain internet access

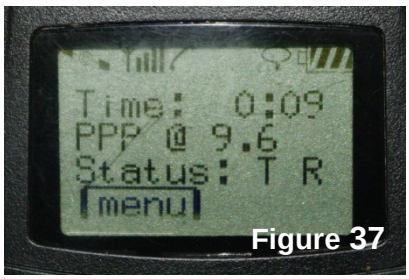


Figure 37

Globalstar 1600 Sat Phone: The phone is connected to the network and your computer should have internet access. The timer indicates the phone has been online for 9 seconds.

Figure 38

Globalstar 1700 Sat Phone: The phone is searching for a satellite connection.

Figure 39

Globalstar 1700 Sat Phone: Attempting to connect to the network and gain internet access

Figure 40

Globalstar 1700 Sat Phone: The phone is connected to the network and your computer should have internet access. The timer indicates the phone has been online for 1 second.

2.2.4 Globalstar Call Times Tool

Your DFO ELog program can only dial-up and send emails and reports through Globalstar if you are in time window of sufficient satellite coverage. The Globalstar Call Times Tool can help you determine when you will have coverage and when you will not. It is an internet based tool so you must be on the internet to use it.

http://calltimes.globalstar.ca/

Go to the website and accept the terms of use.

Type the closest city or town into the By Address box and hit the enter key on your keyboard. A report will be generated listing globalstar satellite coverage availability for the next four or five days. This report can be saved to your computer, printed, or emailed.

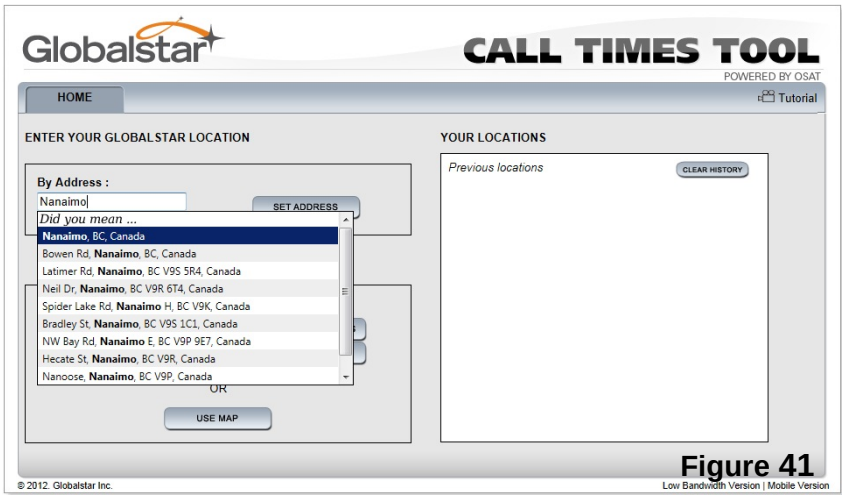


Figure 41

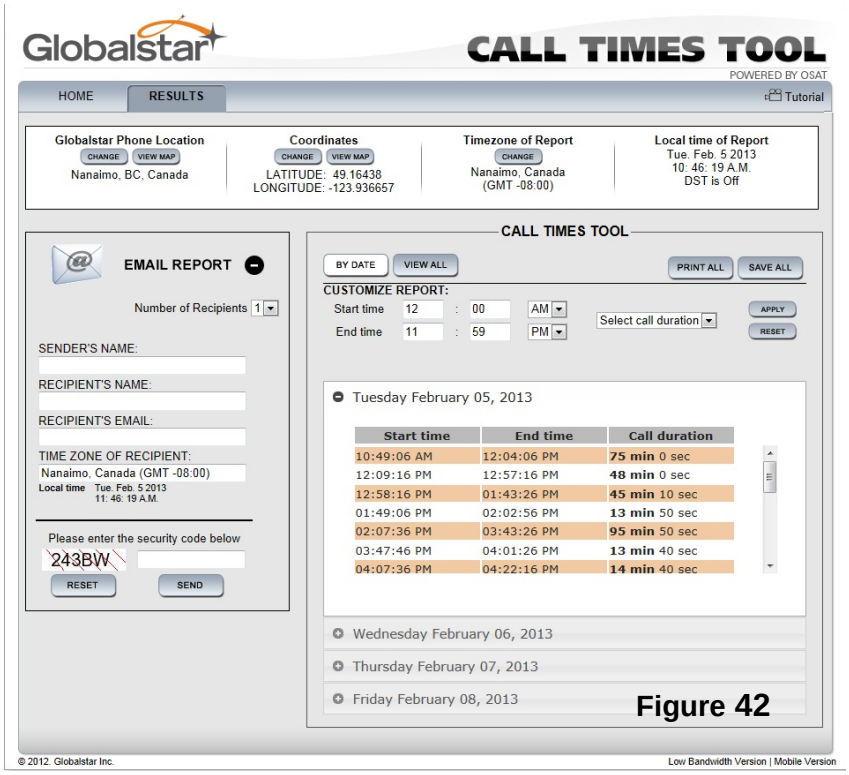


Figure 42

2.2.5 Common Globalstar Errors

Figure 43 shows a DFO Elog error. The Elog program has stopped the dial-up attempt. The error can happen when the computer is working in an off-line state. You need to tell the computer to go back online.

Figure 43

Internet Explorer

- Open Internet Explorer
- Select the file option in the top left corner
- Scroll down to Work Offline. If there is a check mark there, click on Work Offline.
- Your computer is now back online. Try resending your report.

Mozilla Fire Fox

- Open Mozilla Fire Fox
- Select the orange Fire Fox button in the very top left corner.
- Scroll down to Work Offline. If there is a check mark there, click on Work Offline.
- Your computer is now back online. Try resending your report.

Figure 44 shows an email address error. This error has occurred because the email address or password entered in the Configure Dial-up form is incorrect. Try re-entering your information, saving and attempt to re-send your data. This error can also occur on a LAN setup.

Figure 44

Figure 45 shows a Globalstar error. This error has occurred because the computer has lost its connection to the phone (the com ports are not communicating). When the globalstar modem is installed, a USB cable will be plugged into your computer. If unplugged, this cable must be plugged back in to the same spot. Try un-plugging the USB cable from your computer and plugging it back in or, if it has been moved, plug it back into the original spot.

Error Connecting to Globalstar Packet Modem
Opening port...
Error 633: The modem (or other connecting device) is already in use or is not configured properly.
If you continue to receive error messages, you can enable logging for analysis.
Enable logging
For logging options, see diagnostics
Logging options can also be accessed by clicking the Remote Access Preferences menu item under the Advanced menu of the Network Connection Folder.
Redial
Close

Figure 45

2.2.6 Configure GPS Settings

THE GPS ONLY NEEDS TO BE CONFIGURED IF YOUR FISHERY IS PARTICIPATING IN A VESSEL MONITORING PROGRAM.

These settings would have been established by an administrator at the time of your Elog program installation. **It is recommended that you contact ELog Support (Section 1.3) before changing GPS settings.**

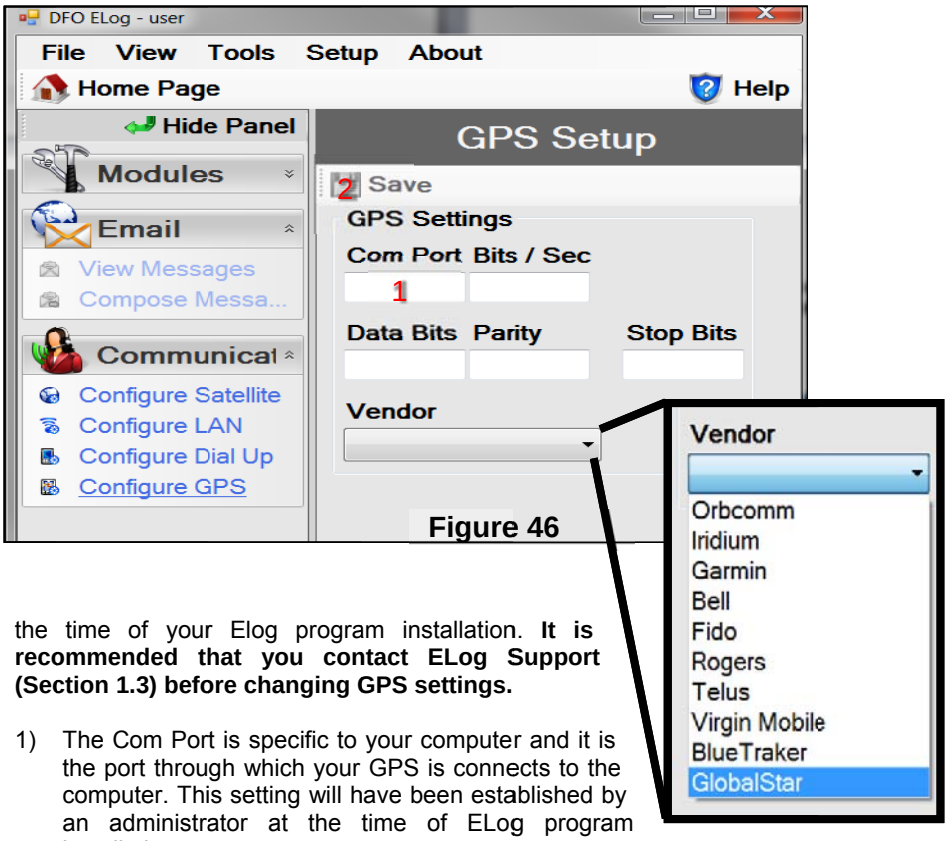


Figure 46

1) The Com Port is specific to your computer and it is the port through which your GPS is connects to the computer. This setting will have been established by an administrator at the time of ELog program installation.

It is recommended that you contact ELog support (Section 1.3) if you do not know the COM Port for the GPS connection. You may be able to deduce the com port by looking at your computer settings. Go to the Start Menu, select the Control Panel, select System (or System and Security, then System) and enter into the Device Manager. From the Device Manager window find the list of communication ports (COM ports) and expand the list to see which has been assigned to the GPS (e.g. COM2).
ELog support can walk you through this process

2) Save your changes before moving to another screen.

2.2.7 Accessing Email

Select View Messages from the Homepage (Figure 47) and the email Inbox will open (Figure 48)

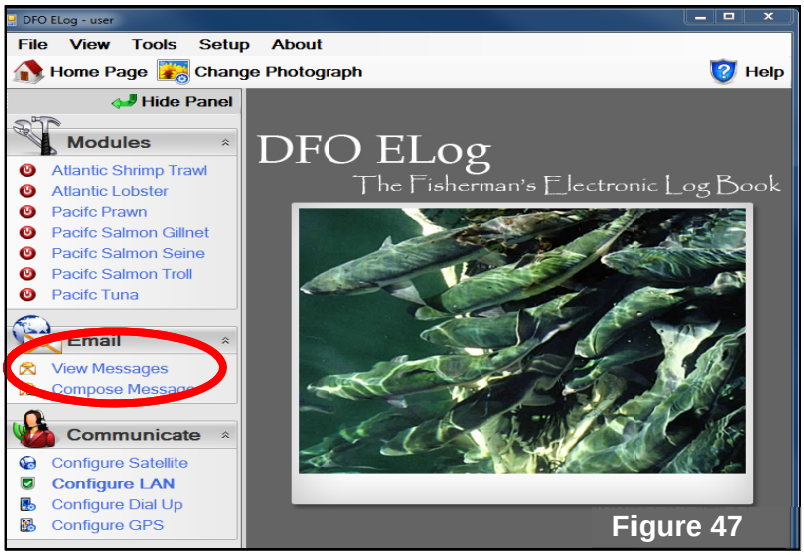


Figure 47

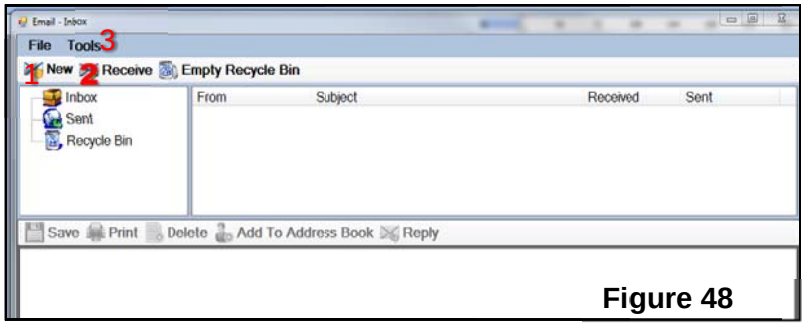


Figure 48

1) Select “New” to compose a new email.
2) For GlobalStar and mobile internet stick users, select “Receive” when you have a connection in order to prompt the email program to retrieve emails sent to you. For users of other modes of communication this will occur automatically.
3) Manage your address book and organise your email folders from the “Tools” menu.

2.2.8 Update Elog Software

ELog administrators may apply program updates remotely.
You will receive a notice in the form of a pop up window (Figure 49). Click OK to continue; the update has been applied.

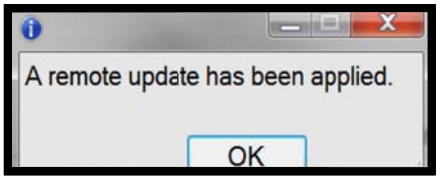


Figure 49

If you have an internet connection to the computer you may wish to check for updates or you may be instructed to do so by ELog Support. Select "Check for Software Update" from the Tools menu on the top toolbar (Figure 50). If a download is available you will be prompted on how to proceed (Figure 51).

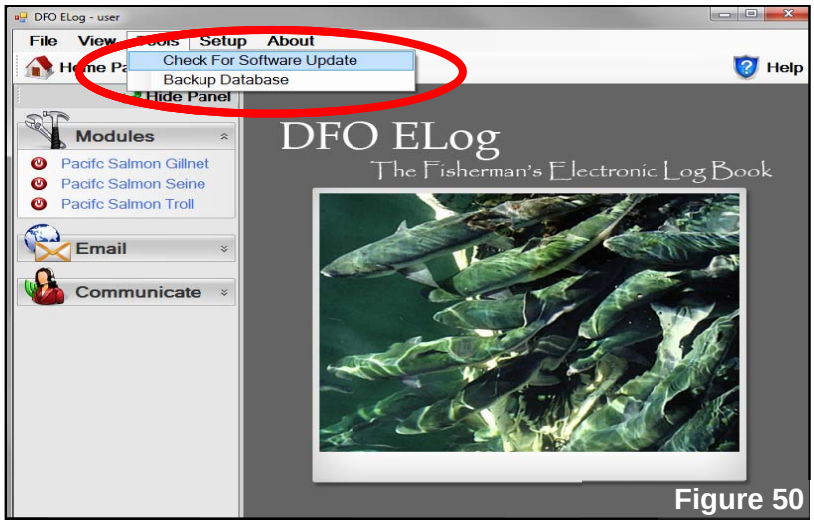


Figure 50

Contact ELog Support (Section 1.3) if you require assistance.

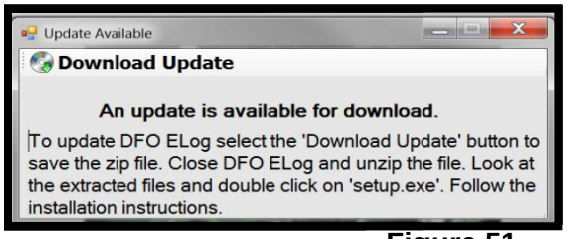

Update Available
Download Update
An update is available for download.
To update DFO ELog select the 'Download Update' button to save the zip file. Close DFO ELog and unzip the file. Look at the extracted files and double click on 'setup.exe'. Follow the installation instructions.

Figure 51

Hint: Save the Update file to your computer desktop in order to find it again easily; when the *Browse for Folder* screen appears select **Desktop** from menu. The Zip file will be saved as an icon on the desktop screen, double click to open it (see Figure 52).

Figure 52

2.2.9 Change Homepage Photograph

Select

Figure 53

A window will appear (Figure 54) and you can browse your computer's files for a photograph of your choice. Select the Save Photo button when you have selected the file and your homepage will appear with the new photograph (Figure 55).

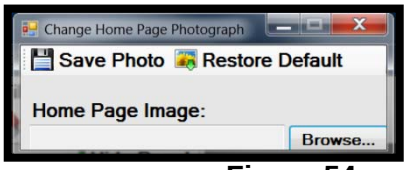


Figure 54

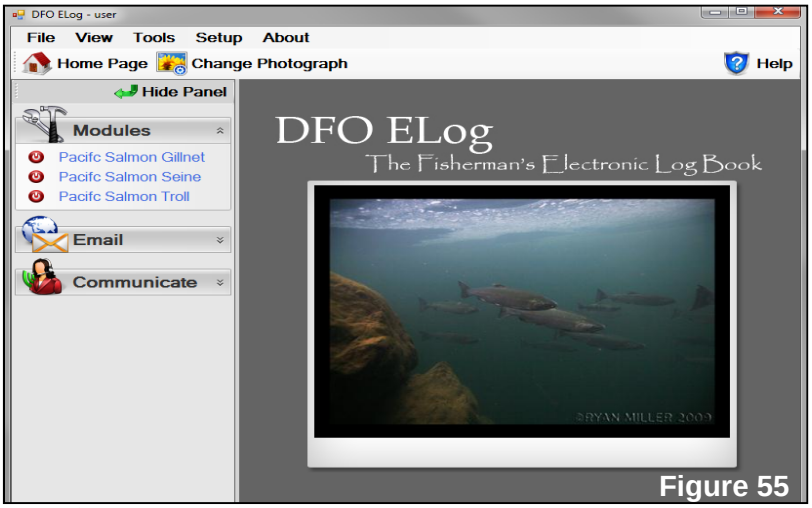


Figure 55

[2]Salmon Photo (Figure 2.2.6c) by Ryan Miller and provided courtesy of Miller Marine Diving Services.

Chapter 3

Using the Program

- **Communication General**
- **Start Fishing**
- **FOS Confirmation**
- **Pause the Fishing Trip**
- **Daily Catch Forms**
- **End a Trip**
- **Catch Validation**
- **Record Keeping**

3.0 Communication General

In order for your communication (start, pause, catch and end report messages) to be sent successfully, the method of communication (see red circle in Figure 3.0) must be **green**. If the wording is **red**, as in Figure 56, your coverage is not sufficient and the message will not send immediately.

Satellite Users

The message you wish to send will wait in queue in the modem until coverage is sufficient. Do not turn off the modem and you will not need to resend the communication.

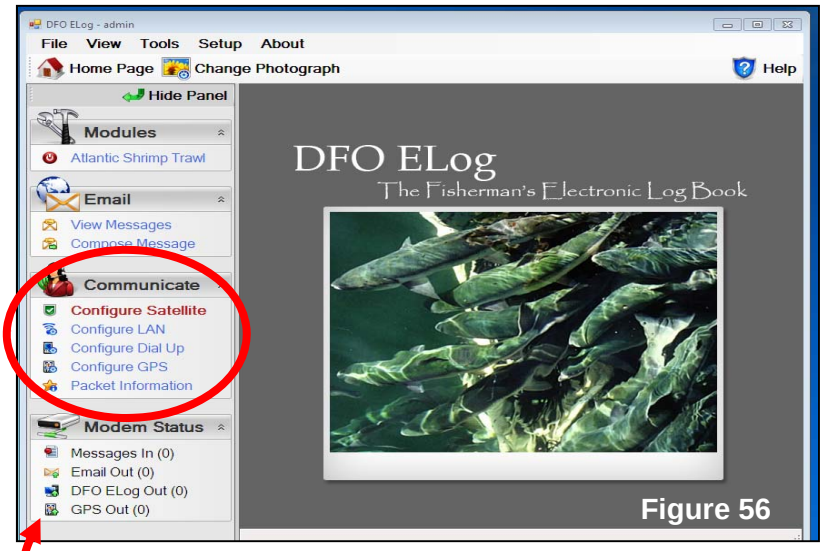


Figure 56

The number of messages waiting in queue in the modem (to be sent out or to be read by you) will be indicated in brackets under Modem Status.

3.1 Start Fishing

A trip can be started once a Fishery Opening announcement has been made and a Notice has been sent out. The date of your start trip must be on or after the Fishery Opening Date (i.e. not the date you leave port but the date you begin to fish).Select the Pacific Salmon Troll module (Section 2.1). If you do not have a trip in progress you will be able to select start trip from the top horizontal tool bar (Figure 57).

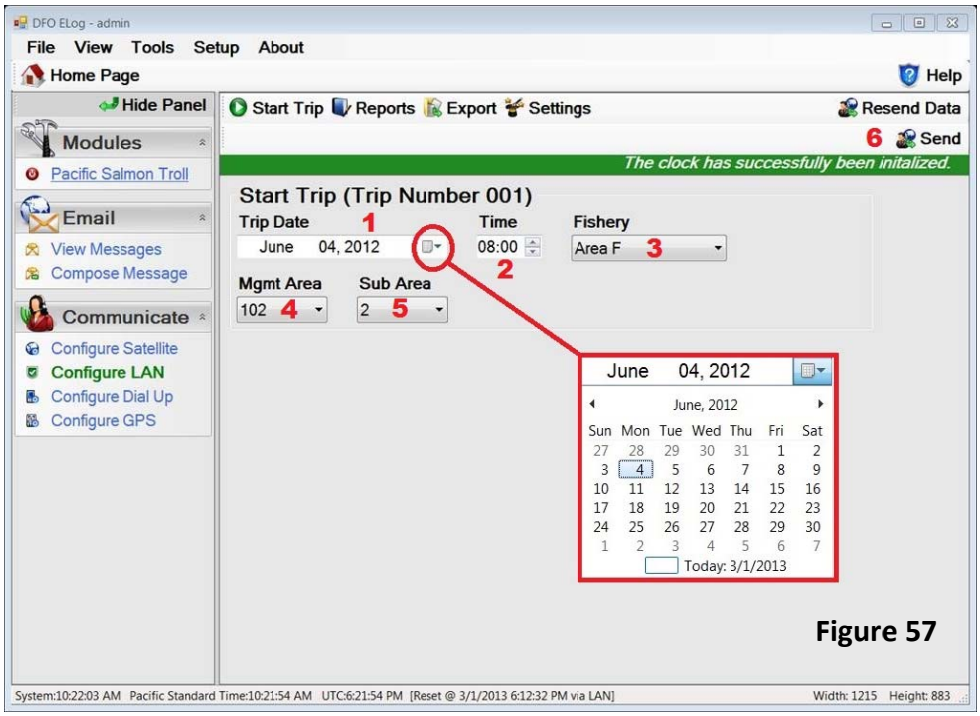


Figure 57

1) Left click on the small calendar to the right in the Trip Date field to open the Trip Date Calendar.

Use arrows left (◂ to access previous months) and right (▸ to access the next month) to change the month. Place the mouse cursor on the date (it will shade in blue) and click to select it.

2) Select your Start Time (24hour clock).
3) Select a fishery. Note that the areas available will correspond to the licence numbers (Area F, G or H) that you have filled in under General Settings (Section 2.1.1)
4) Select the Management Area
5) Select the Sub Area you plan to fish (within the Management Area chosen in step #4) from the drop-down list.
6) Send your Start Trip.

If the management area you plan to fish is not in the drop-down list, please contact Elog Support (Section 1.3).

3.1.1. FOS Confirmation

When you have successfully sent your start trip communication the ELog program will wait for a confirmation reply from the DFO Fishery Operating System (FOS).

It should take the FOS database approximately five minutes to receive your report, process it, and send you a confirmation number.

Receipt of your FOS confirmation number is dependent on the satellite / internet / cell reception you currently are getting in the area fishing.

3.1.2. Waiting for Confirmation / Connected to LAN or Satellite

You do not need to remain on this screen (Figure 58) nor do you need to keep the Elog program open while you are waiting for confirmation.

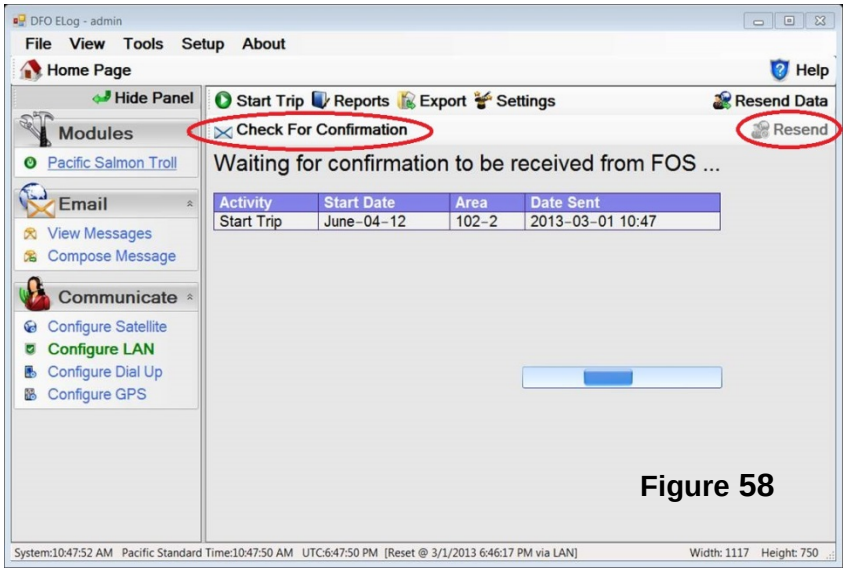


Figure 58

The Resend button will become available if you have been waiting for FOS confirmation for more than 10 minutes.

If Configure LAN or Configure Satellite is activated and displayed in bold green letters, the DFO ELog program will automatically check for new email messages every 3-5 minutes. This includes messages from the FOS database.

When your confirmation email is delivered from the FOS database, a pop-up window (Figure 59) will indicate receipt of the FOS reply and your start trip confirmation number.

Select the View Details button to see the information associated with your FOS confirmation (Figure 60).

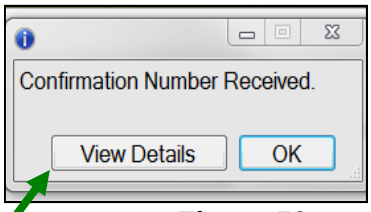


Figure 59

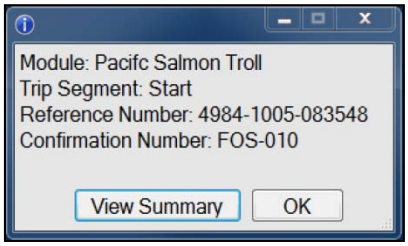


Figure 60

The Reference Number is made up of:

Your FIN (4984) – the day and month your communication was sent (ddmm, 1005) – the time your communication was sent (hr:min:sec, 083548).

The DFO ELog program will automatically store the FOS confirmation number. This information can be accessed through the DFO Elog reports (Section 3.5).

Click the OK button (Figure 59 or Figure 60) to store your confirmation number and continue with your reporting.

3.1.3 Waiting for Confirmation / Connected to Dial-Up (Globalstar)

If you are using a Globalstar dial-up connection, you do not have constant internet connectivity and therefor the DFO Elog program is not checking your emails for you every couple of minutes. You must prompt the program to dial-up and check for confirmation.

Click the

button found near the top of the screen in Figure 58 to start the dial up process (Figure 61). Selecting the Dial button will prompt the phone to connect to the internet. The Elog program will check your email for you. When the program is finished, the phone will automatically disconnect from the internet.

Figure 61

If you have an active trip (i.e. you have started a trip successfully and are paused or are fishing), the icon beside the active module will appear green as in Figure 62.

Figure 62

Recall: If you are working on a small screen you can choose to hide the vertical left panel by selecting Hide Panel in order to free up more space for the main view.

3.2 Cancel the Fishing Trip

The

is used to end a fishing trip before it begins. If a Start trip report has been submitted, but, for whatever reason, the trip will now not take place, a Cancel trip report can be submitted. This report will remove the Start trip report from the Elog and the FOS system.

A Cancel Trip report can only be sent if fishing has NOT taken place.

Select the Cancel Trip button. The information will be compiled for the user. Select the Send button.

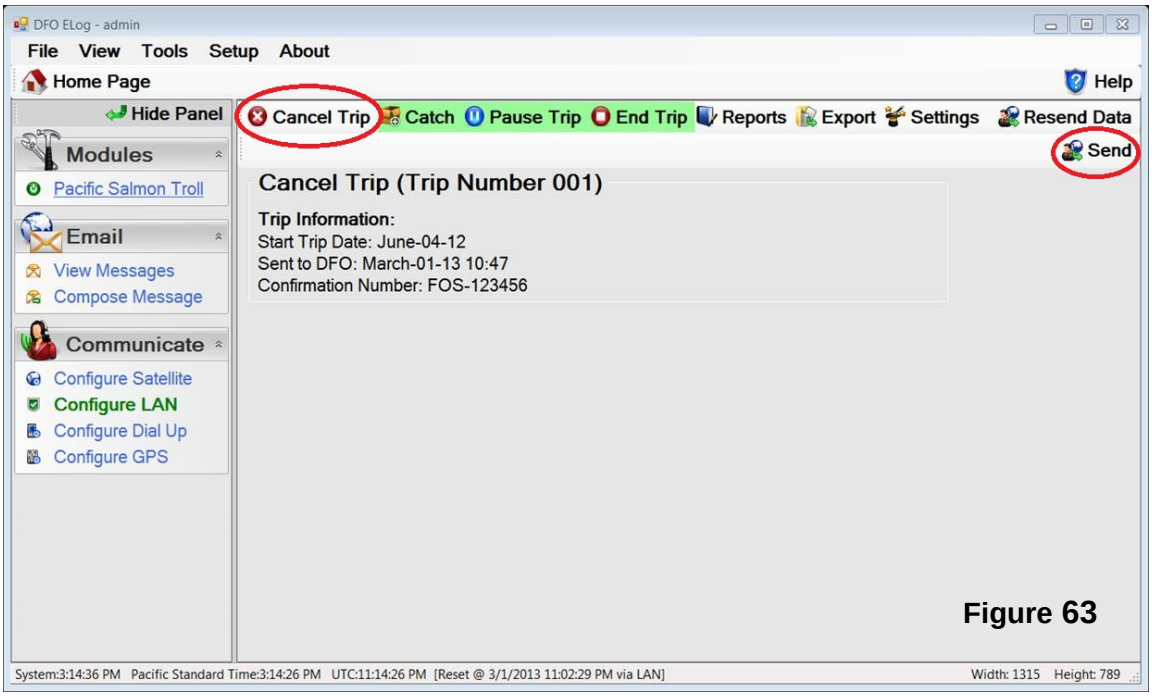


Figure 63

3.3 Pause the Fishing Trip

Select Pause from the top horizontal menu to open the pause trip window (Figure 64).

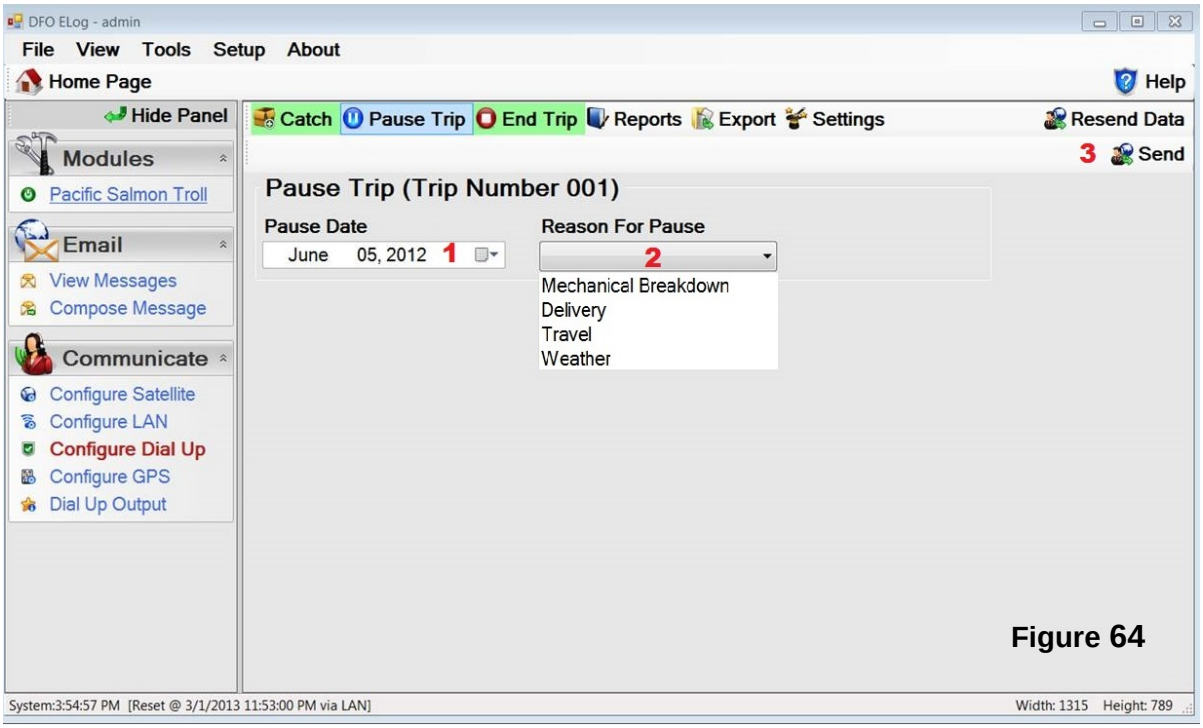


Figure 64

The Pause Trip is to suspend fishing efforts by one day and notify DFO that fishing is not taking place. In other words, if you have not ended your trip and are not currently fishing you will need to pause the trip each day until you resume fishing.

1) The Pause Date is the first date of your trip that fishing is not taking place.

2) Select the reason for pausing the trip from the Comments drop-down menu. If your reason is not listed you can choose to leave this field blank.

3) Check that the information is correct and click on the send button. The Elog program will require FOS confirmation (Section 3.1.1) for your pause trip.

3.4 Daily Catch Forms

Enter your catch data daily, at the end of the day. Select Catch from the top horizontal menu to open the catch trip window (Figure 65). Ensure that the catch date is correct (refer to section 3.3 to pause for days where you did not fish).

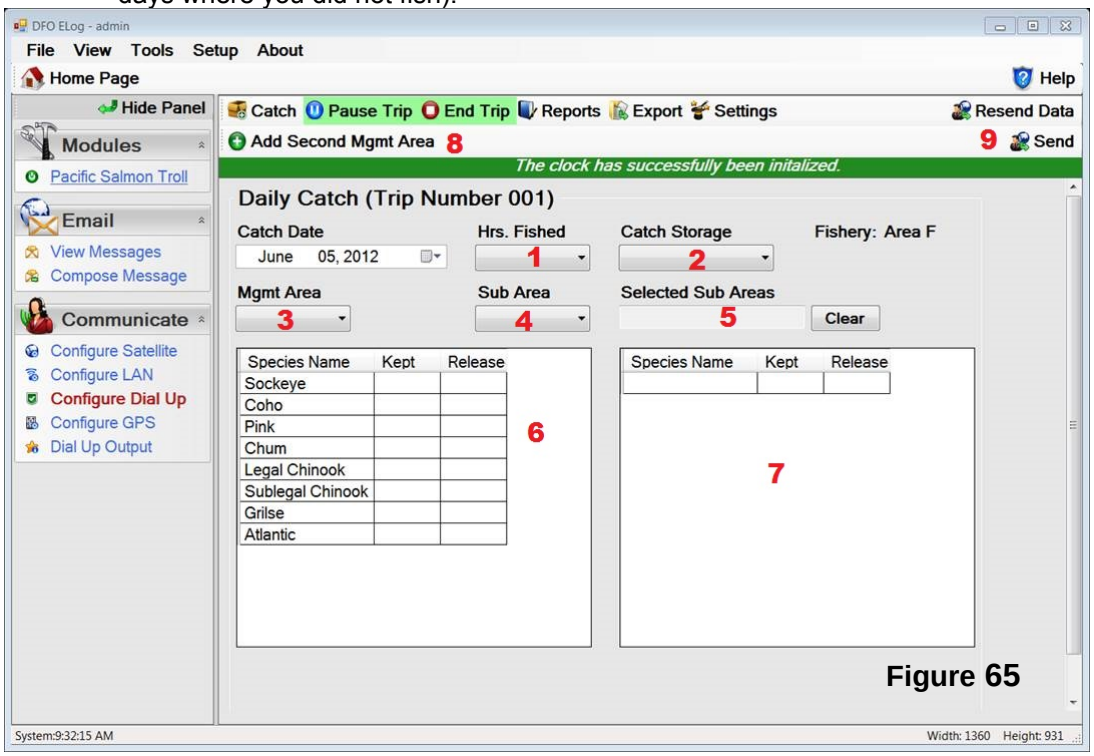


Figure 65

Fill in the following fields:

1) Select the number of hours fished (round to the nearest half hour) from the drop-down menu provided
2) Select the method of catch storage (iced or frozen)
3) Specify the management area fished
4) Click on all applicable sub areas within this management area
5) Each sub area clicked will appear in the selected sub areas field. If you have incorrectly entered a sub area, simply click it again or clear all entries and start your selection over.
6) Fill in the amount of each species kept and released (pieces)
7) For additional species, place your cursor in the species name field and select the additional species from the drop-down list provided; fill in the amount of each species kept and released (pieces).
8) Click the Add Second Mgmt Area button to record catch for a second management area.
9) Check that the information is entered correctly and send.

3.4.1 Catch Review

Before the data has been sent a Catch Review screen will be displayed for this trip.

Review the Catch Information; ensure that the species and amounts are correct for the catch date as well as for the catch totals.

If changes are necessary select cancel (Figure 66: Red Oval) and you will return to the catch page. If the information is correct select send (Figure 66: Green Oval) and your catch will be sent to DFO.

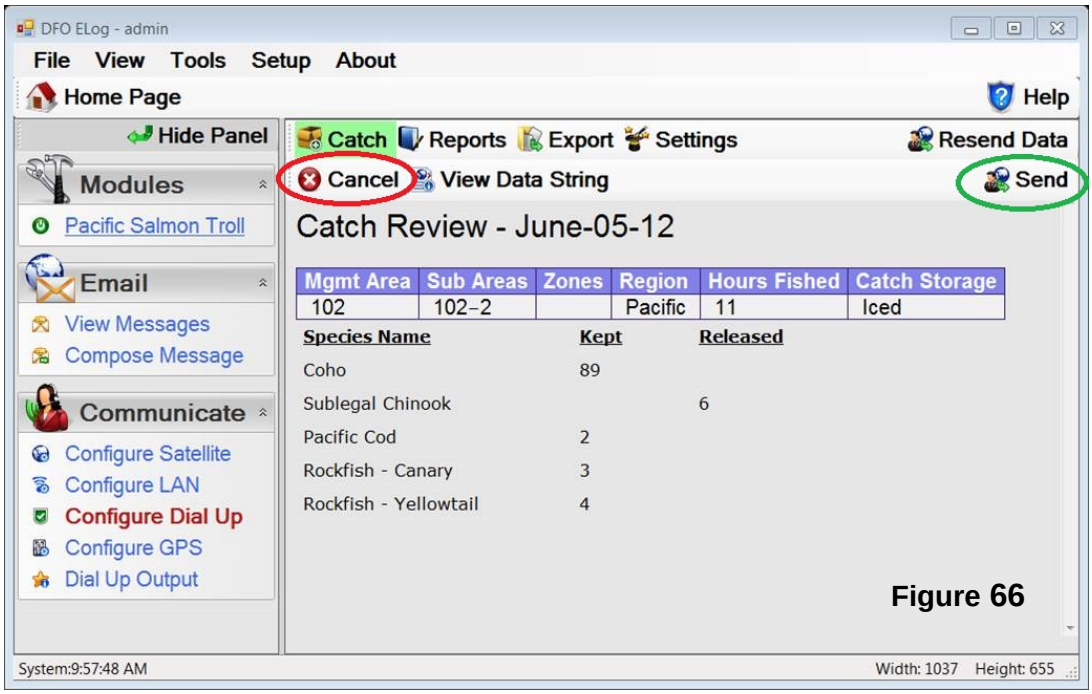


Figure 66

The Elog program will require FOS confirmation (Section 3.1.1) of your catch data.

If the data transmission (send feature) is successful you will be returned to the daily catch screen for the next day.

You are now free to End the trip or to enter another catch.

After you have sent in your daily catch records and received an FOS confirmation number in return, the catch screen will automatically update with the following (next sequential) date. If you send today's catch you will be returned to the catch screen and will receive an error message (Figure 67) because it has automatically loaded tomorrow's date and you cannot enter information for a future date.

Figure 67

This error message does not apply to the successfully sent catch data. It refers to the fact that you cannot enter another catch, at this point, for tomorrow. Return to this screen tomorrow and you can enter the catch for that day.

Remember to pause the trip for any day where you are not fishing (Section 3.3).

If you previously choose to hide the side panel you can access it again by selecting

from the top left corner of the Elog program screen.

3.5 End a Trip

Select from the top horizontal menu to open the end trip window (Figure 68).

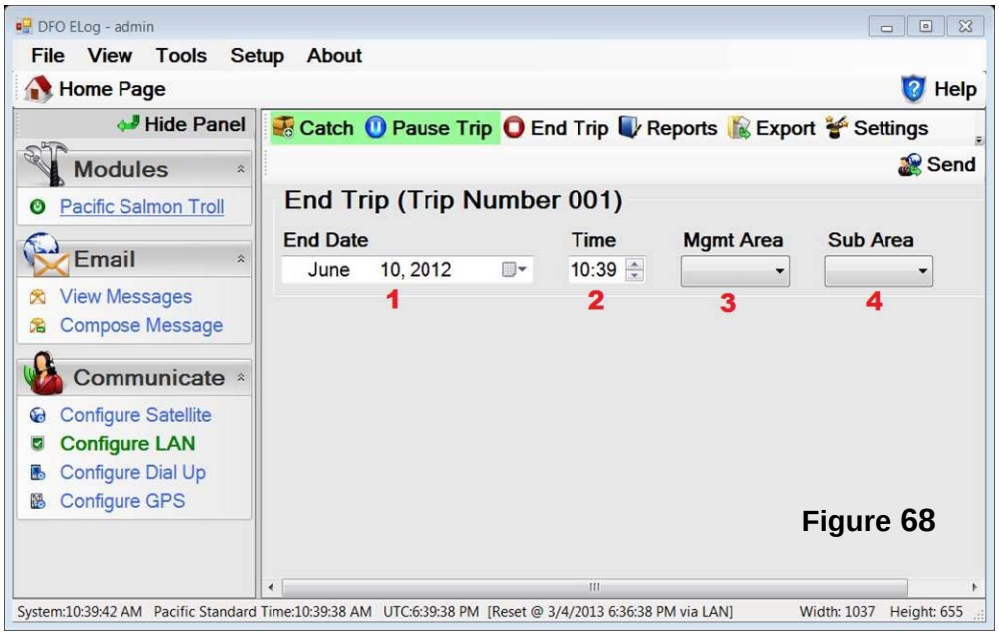


Figure 68

1) Select the End Date. The end trip date calendar will let you choose the same date or the day after your last activity (i.e. your last catch entry or last pause trip). Select your end trip time

Re-call that the End Fishing date and Time must be within the Fishery Opening.

2) Select a management area
3) Select a sub area within that management area
4) Send your End Trip. The Elog program will require FOS confirmation (Section 3.1.1) for your end trip.

It is a good idea to periodically backup your information. If you have been fishing for a while and have entered a few tows now might be a good time to backup your fishing database. Refer to Section 3.7.1.

3.6 Record Keeping

There are two specific reports that the user has access to for record keeping, an activity report and a catch report. The activity report stores the FOS confirmation numbers by date. The catch report stores the recorded catch information. These reports can be printed or exported to a Microsoft Excel file.

The activity and catch reports are designed to replace the recorded paper logbook. If a C&P Officer requests to see a log book, the user will allow the office to review these reports.

3.6.1 Activity Report

In the Salmon Troll module, select the Reports button. By default, the Activity Report (Figure 69) will open. The report can be exported to Excel, printed, or sorted and filtered.

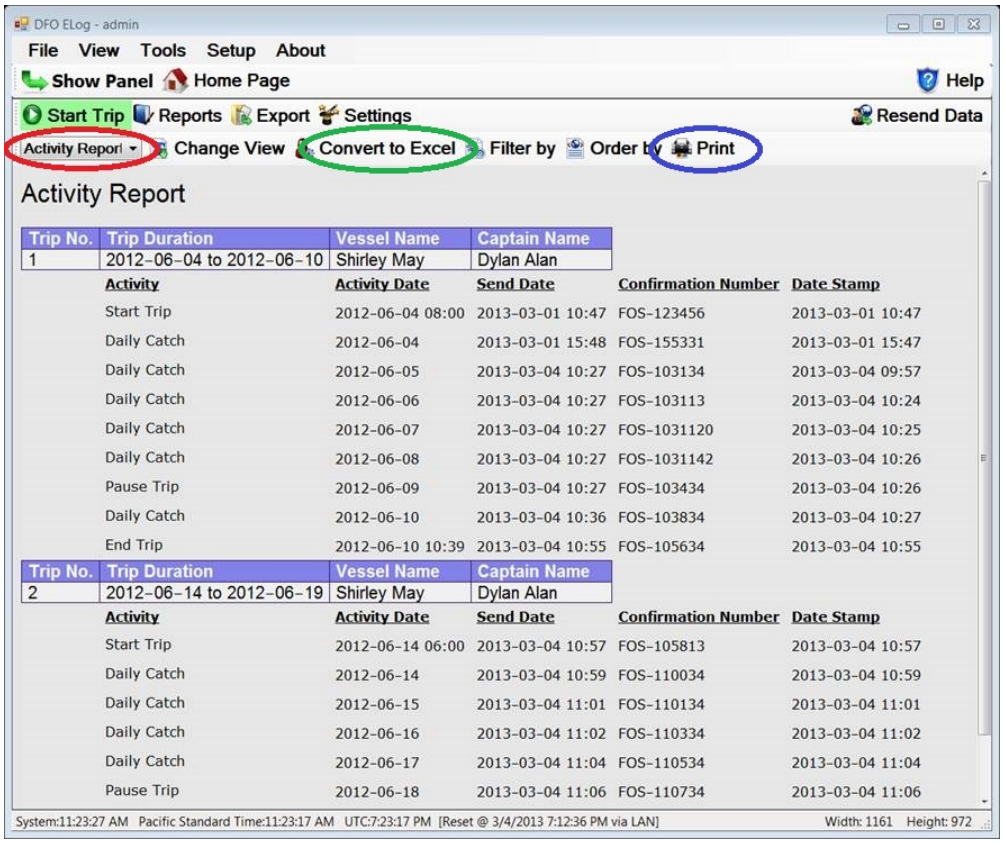
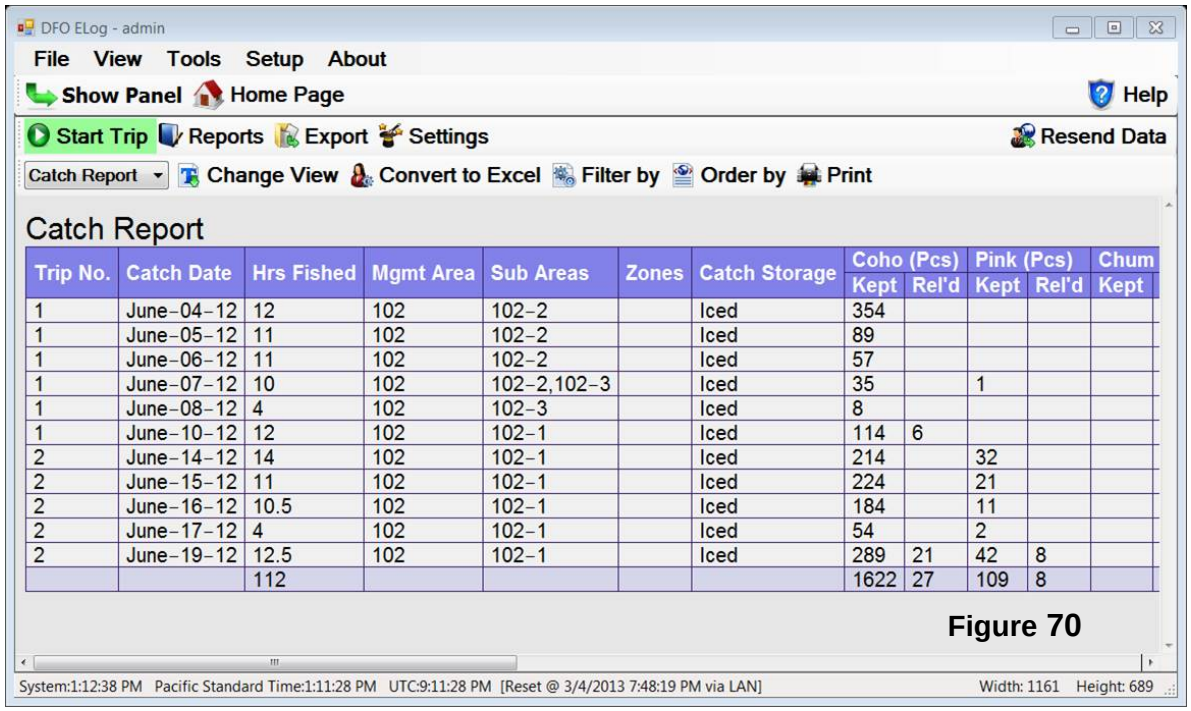


Figure 69

3.6.2 Catch Report

In the Salmon Troll module, select the Reports button. By default, the Activity Report (Figure 69) will open. Click the drop down icon in the box next to Activity Report and choose Catch Report. The Catch Report (Figure 70) will open. The report can be exported to Excel, printed, or sorted and filtered.


DFO ELog - admin
File View Tools Setup About
Show Panel Home Page Help
Start Trip Reports Export Settings Resend Data
Catch Report Change View Convert to Excel Filter by Order by Print
Catch Report
System:1:12:38 PM Pacific Standard Time:1:11:28 PM UTC:9:11:28 PM [Reset @ 3/4/2013 7:48:19 PM via LAN]
Width: 1161 Height: 689

Trip No.	Catch Date	Hrs Fished	Mgmt Area	Sub Areas	Zones	Catch Storage	Coho (Pcs)		Pink (Pcs)		Chum
							Kept	Rel'd	Kept	Rel'd	Kept
1	June-04-12	12	102	102-2		Iced	354				
1	June-05-12	11	102	102-2		Iced	89				
1	June-06-12	11	102	102-2		Iced	57				
1	June-07-12	10	102	102-2,102-3		Iced	35		1		
1	June-08-12	4	102	102-3		Iced	8				
1	June-10-12	12	102	102-1		Iced	114	6			
2	June-14-12	14	102	102-1		Iced	214		32		
2	June-15-12	11	102	102-1		Iced	224		21		
2	June-16-12	10.5	102	102-1		Iced	184		11		
2	June-17-12	4	102	102-1		Iced	54		2		
2	June-19-12	12.5	102	102-1		Iced	289	21	42	8	
		112					1622	27	109	8	

Figure 70

Select Convert to Excel to save the report to your computer in spreadsheet format.

Select Print to print the report for ease of paper record keeping.

Use Filter By and Order By to customize your report…

3.6.3 Export a Trip

Select

from the top horizontal menu. Highlight the trip you wish to export by clicking it once with the left mouse button and then hit Select Trips (Figure 71).

Hold down the control key while selecting the specific trips you wish to export in order to select more than one.

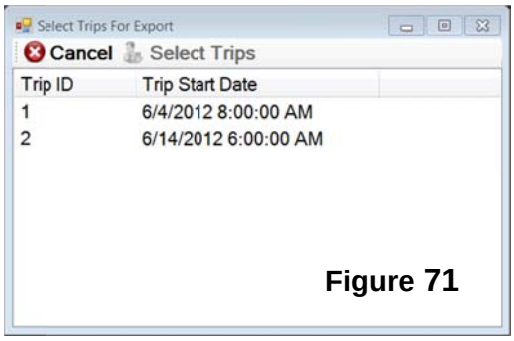


Figure 71

This will output the selected trip data to an excel report or csv file.

Alternatively you can view

and your

If you notice that you have accidentally sent incorrect catch data, please contact ELog Support (Section 1.3).

3.6.4 Filter and or Sort a Report

Use Filter By to apply a filter and select only certain records. For example, Figure 72 shows an activity report filter that would select all recorded activity after March 1, 2010 and before March 15, 2010.

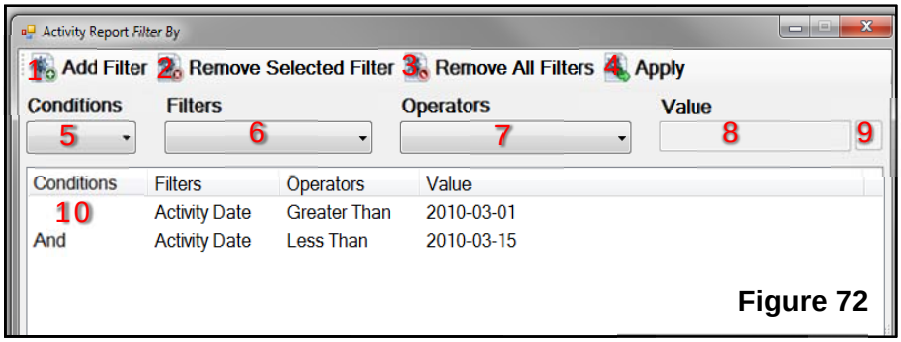


Figure 72

1) Select your condition factors (#'s:5-9). Click the "Add Filter" button to save these restrictions in field #10.
2) Select a condition factor in field #10, highlight it and click the Remove Selected Filter button. The filter will be removed.
3) Select this button to remove all saved condition factors from the list.
4) If a new condition factor has been added to field #10, select the Apply button, to apply the filter to the report.
5) The condition field is not required on the first filter but rather it is used to specify how each subsequent filter relates to the list.

Select "And" to display only records that meet both filters.
Select "Or" to produce a report that includes all data that meets one or the other filter criteria.

6) Select a filter from the drop-down list. The filter choices will correspond to the column headings in the activity or string report
7) Select an operator from the drop-down list.
8) The value field will be specific to the filter you choose, for example, if you chose to filter by date, a calendar will appear in the value field to facilitate date selection. Select the value that the chosen operator (#7) is based upon.
9) This button will provide a list of values currently in the Elog program for the filter you have chosen.
10) If this field is blank no condition factors have been saved and applied to the report.

Use the Order By button to re-order the rows of your customized report. You can choose more than one column to order in ascending or descending sequence. Figure 73 shows a hierarchy of two re-order requests. The records in this example will first be ordered from earliest to most recent catch date and then by shortest to longest number of hours fished. In other words, where the catch date is the same, the first record displayed will be the one with the smallest number of hours fished.

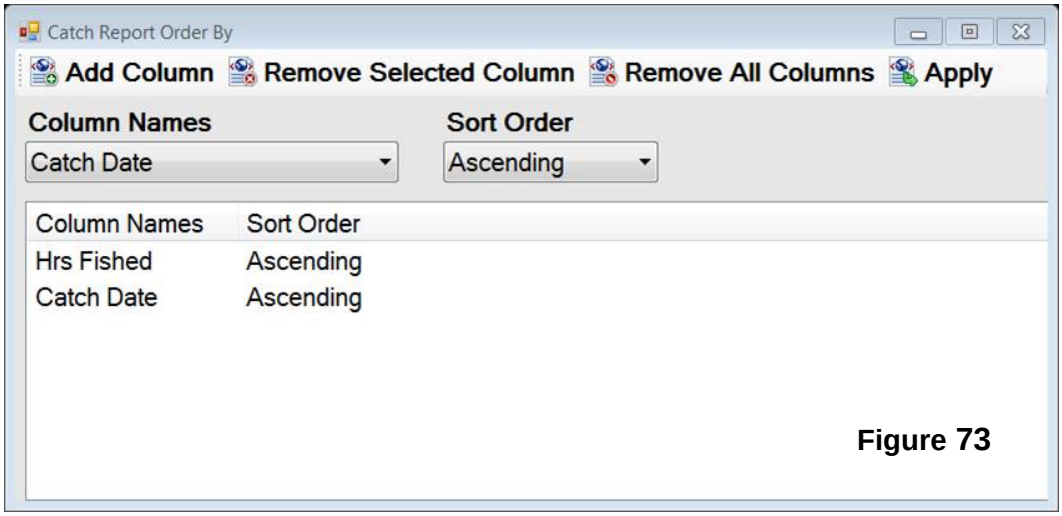


Figure 73

3.7 Backup or Uninstall Elog

Accidents happen, computers fail. It is recommended that the user periodically backup the DFO Elog's database. If a user needs to move his or her Elog program from one computer to another, or, re-install the DFO Elog software, the backed up database can be inserted, re-populating the user's settings and entered reports.

3.7.1 Backing up the Elog Database

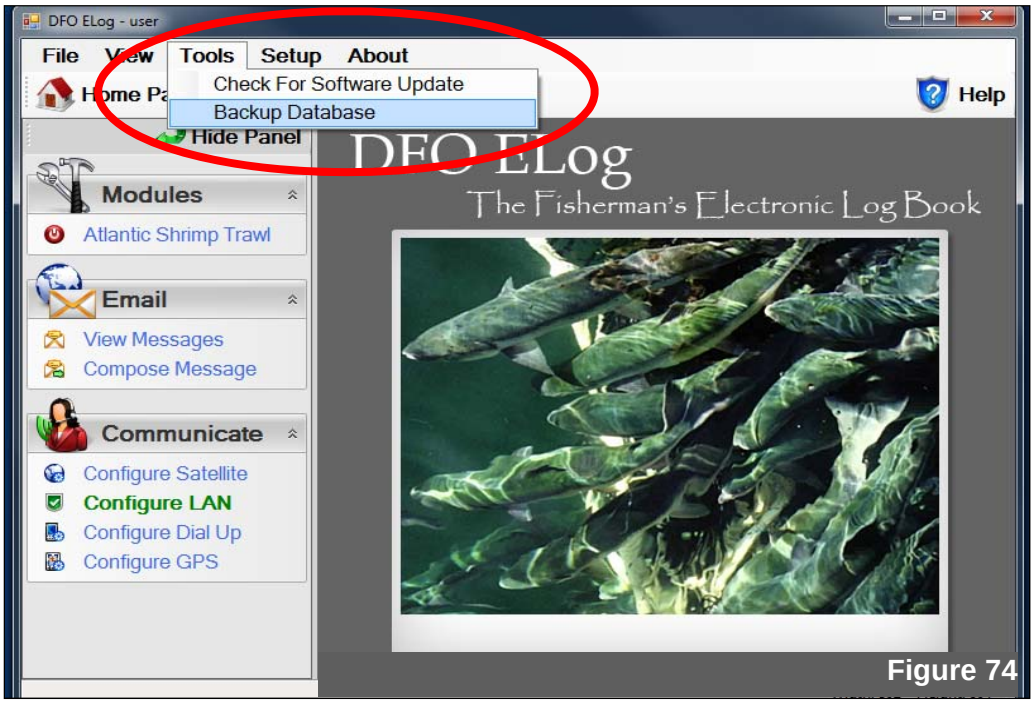


Figure 74

1) Insert a USB memory device into one of the computer's USB ports.
2) Select "Backup Database" from the tools menu (Figure 74).
3) A "Save As" box will open. ***DO NOT RE-NAME THE DATABASE FILE.*** Save the file to the USB memory device.
4) Perform this back every other day to make sure the backed up database is up to date.

3.7.2 Re-inserting a Backed Up Database

1) Insert the USB device with the saved DFO Elog database.
2) Copy the file and save it in the following location
    a. My Computer
    b. C: Drive
    c. Required Software Files
    d. Fisheries and Oceans Canada
    e. DFO Elog 1.0
    f. Database
3) Paste the backed up database in this file. If a warning pops up stating a file already exists, select the option to copy and overwrite it.
4) Open the DFO Elog program.

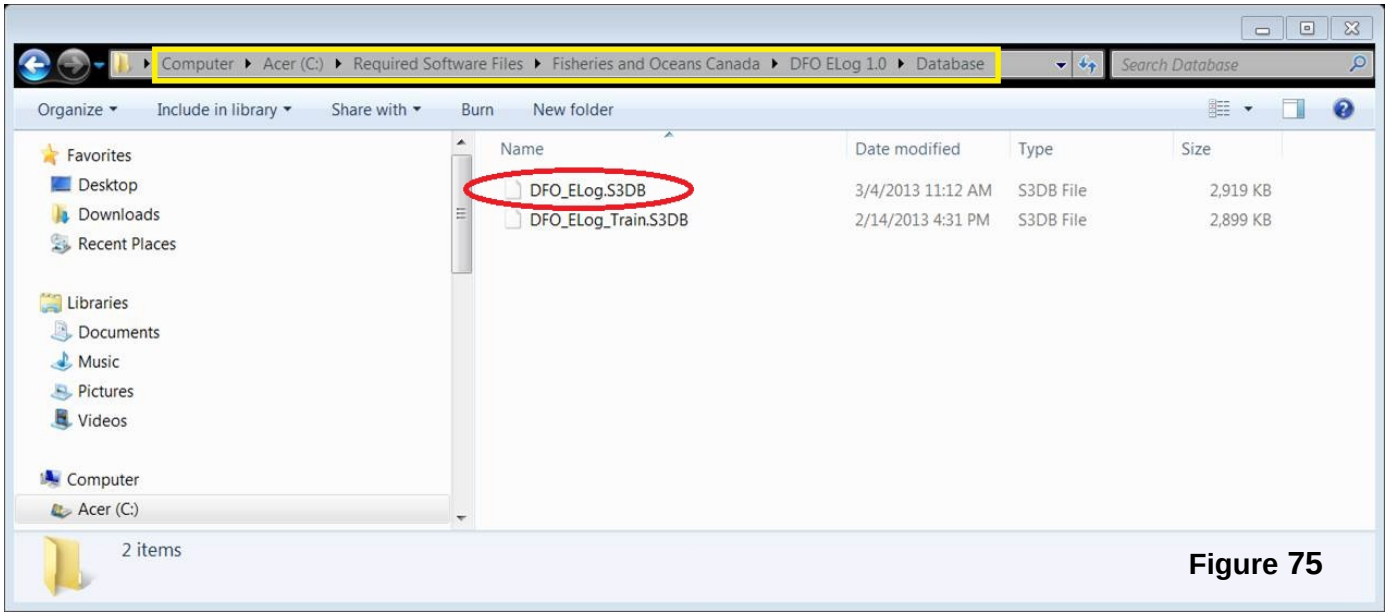


Figure 75

3.7.3 Uninstall Elog

Please backup your database and print or save all desired reports before uninstalling the ELog Book Program. If you have any questions contact ELog support (Section 1.3) before uninstalling the program.

1) Open the Control Panel.
2) Select Programs and Features
3) Select DFO Elog 1.0
4) Click the “Uninstall” button

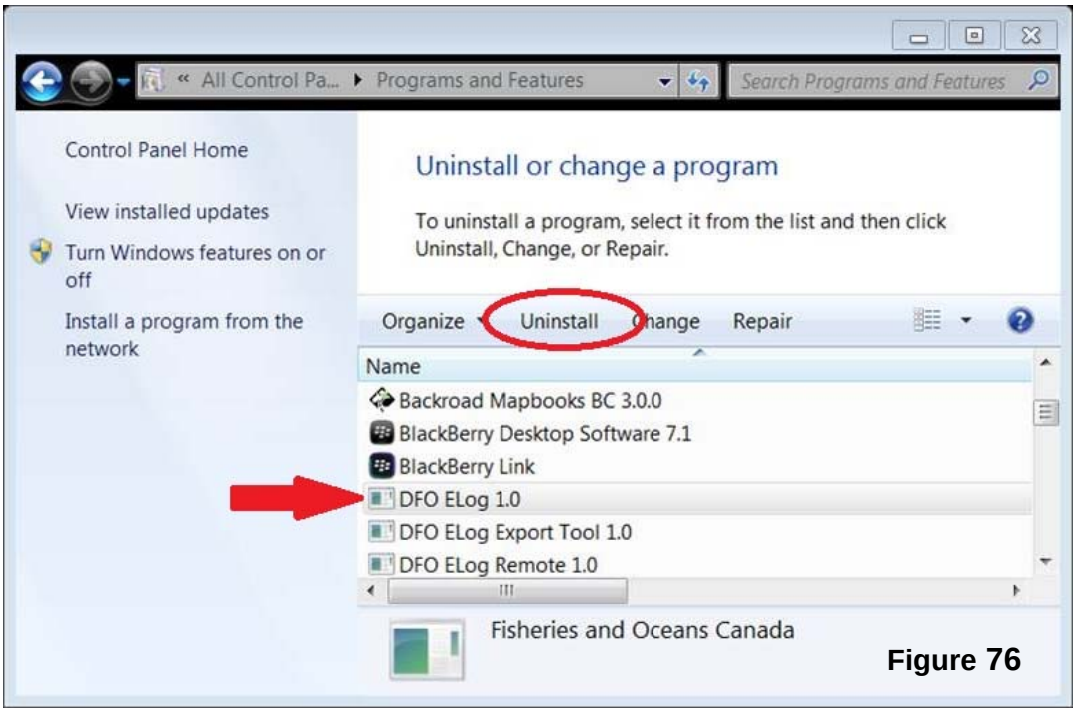

« All Control Pa... ▸ Programs and Features
Search Programs and Features
Control Panel Home
View installed updates
Turn Windows features on or off
Install a program from the network
Uninstall or change a program
To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.
Organize
Uninstall
Change
Repair
Name
Backroad Mapbooks BC 3.0.0
BlackBerry Desktop Software 7.1
BlackBerry Link
DFO ELog 1.0
DFO ELog Export Tool 1.0
DFO ELog Remote 1.0
Fisheries and Oceans Canada

Figure 76

Note: If you right click on the desktop icon and select delete you will not uninstall the program but rather will delete the shortcut to the program.

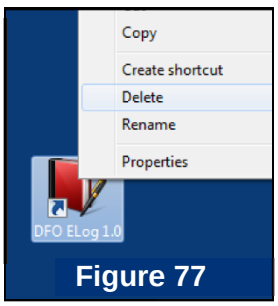


Figure 77

The Electronic Log Book software was developed by M.C. Wright and Associates Ltd. and John Blyth (Sizeable Funding Inc.) for Fisheries and Oceans Canada.

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